Microsoft PowerPoint 4.0 for Windows 3.x

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Chapter 1
Introduction to Windows 3.x

C·T·E·C

Topics

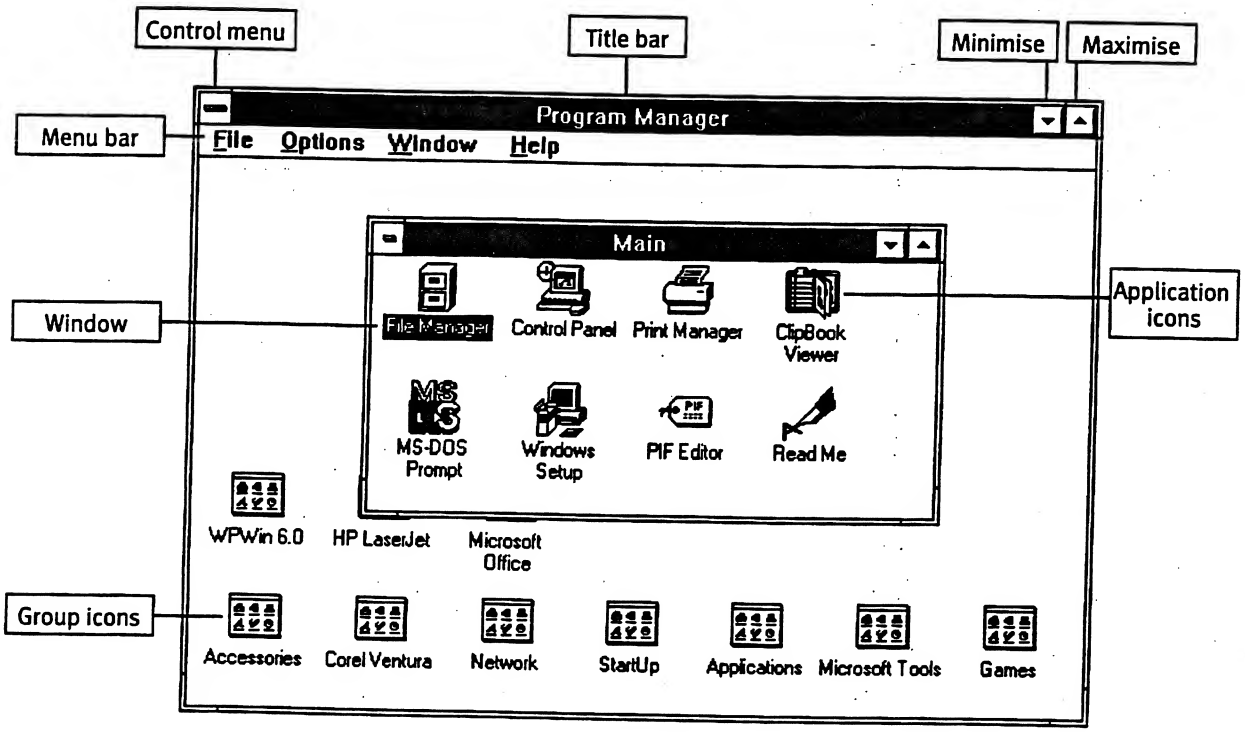
The following are covered in this chapter:

- ✓ What is Windows?
- ✓ Using the Mouse
- ✓ Exploring Windows
- ✓ Launching Applications
- ✓ Using Help

What is Windows?

Windows is a Graphical User Interface (G.U.I.) providing a graphical interface between the user and the computer. One of the advantages of this is that the user is no longer faced with using complex commands to work with applications, but instead is presented with pictures which can be selected by using the mouse or keyboard. Another advantage is that a number of applications can run at the same time, and information can be exchanged between these applications.

The Windows Screen



Windows are working areas on the screen, and may contain a document (a letter, a spreadsheet, etc.) or icons (pictures representing applications or windows).

Initially, the Program Manager and Main windows are open. The Main window contains a number of Application Icons representing other unopened windows.

The Windows display can be tailored, so the user may find that the start-up screen illustrated differs from the one on their machine.

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Using the Mouse

To select items in Windows, either the mouse or the keyboard can be used. The mouse enables the user to control the movement of a pointer on the screen. The pointer normally takes the shape of an arrow or flashing insertion point. In Windows, the left mouse button is used for most operations.

Action	Description
Single-click	Keep the mouse stationary and click once with the left button
Double-click	Keep the mouse stationary and click twice in quick succession with the left button
Drag	Click the left button and keep depressed whilst moving the mouse

Exploring Windows

Various parts of a window can be used to manipulate its size and position on the screen.

Title Bar

This identifies the name of the current window or application and the name of the file being processed.

A window can be moved by dragging its title bar with the mouse.

To Move a Window

Mouse

1. Point to the Title bar
2. Click and hold down the left mouse button
3. Drag the window to a new location

Menu Bar

This shows the available menu options. Most applications have File, Edit and Help menu options.

To Select a Menu Option

Mouse

1. Click on a menu title

A pull-down menu will appear listing all options available.

2. Click on the required option

Keyboard

1. Press **[Alt]** + underlined letter of menu title
2. Press the underlined character of the required option

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Control-Menu Box

Allows the user to move, size and close a window. Double-clicking on the Control-Menu Box is a quick method for closing a window.

☞ **To Use Control-Menu Box**

Mouse

1. Click
2. Choose the required option

Keyboard

1. Press **[Alt]+[Spacebar]**
2. Press the underlined letter for the required option

Minimise

Shrinks the window to an icon and places it on the desktop.

☞ **To Minimise a Window**

Mouse

1. Click

Maximise

Enlarges the window to fill the entire screen.

☞ **To Maximise a Window**

Mouse

1. Click

Restore

Returns the window to its previous size and position.

To Restore a Window

Mouse

1. Click

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Launching Applications

Opening or 'launching' an application means the application runs in its own window.

☞ **To Launch an Application**

Mouse

1. Double-click on the application icon

Closing an Application

Closing an application will shut it down. If the Program Manager is closed, the user exits Windows.

☞ **To Close an Application**

Mouse

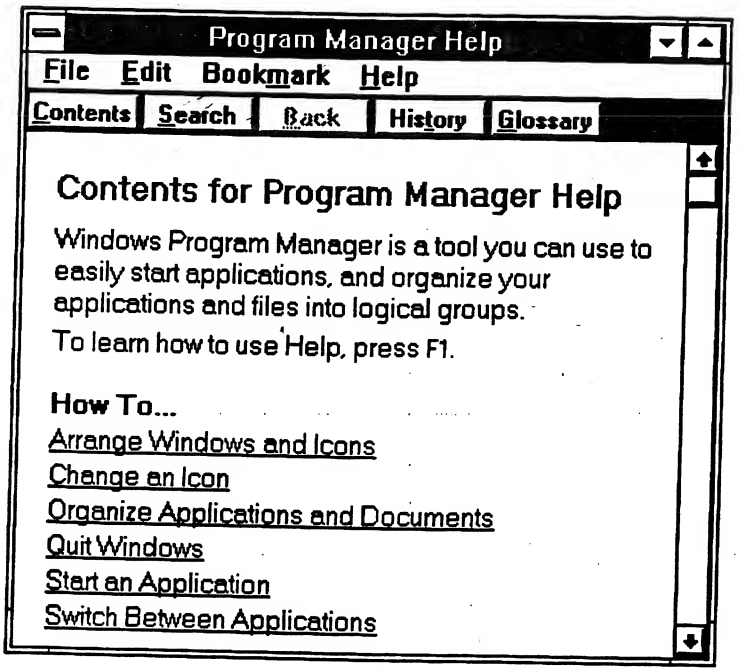
1. Double-click

Keyboard

1. Press **[Alt]+[Spacebar]**
2. Choose **Close**

Using Help

Windows *Help* offers a quick way to find information about performing particular tasks. Help options can be utilised while using an application. Within a help topic, there may be one or more ways to carry out the particular task. A help topic can be printed.


Program Manager Help
File Edit Bookmark Help
Contents Search Back History Glossary
Contents for Program Manager Help
Windows Program Manager is a tool you can use to easily start applications, and organize your applications and files into logical groups.
To learn how to use Help, press F1.
How To...
Arrange Windows and Icons
Change an Icon
Organize Applications and Documents
Quit Windows
Start an Application
Switch Between Applications

To Start Help

Menu

1. Choose **Help, Contents**

Keyboard

1. Press **[F1]**

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Search for Help On

Use 'Search for Help On' to find information by typing in a feature name, keyword or select from the available list of topics.

To Search for Help

Menu

1. Choose **Help**
2. Choose **Search for Help On**
3. Type a topic or keyword
4. Choose **Show Topics**

A list of related help topics appears in the lower part of the dialogue box.

5. Select a topic from the topics list
6. Choose **GoTo**

To Print a Topic

Menu

1. Choose **File, Print Topic**

Notes

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Chapter 2
Introduction to PowerPoint 4.0

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ Presentation Graphics Concepts
- ✓ Creating a Presentation
- ✓ The PowerPoint Screen
- ✓ Adding Another Slide to a Presentation
- ✓ Moving Around a Presentation

Presentation Graphics Concepts

Microsoft PowerPoint 4.0 for Windows is a presentation graphics package. It is an application which enables the user to make use of graphics and text facilities to easily create high quality slide presentations, tailored to exact requirements.

When users work in PowerPoint 4.0 they create a presentation. A presentation is built up of a number of slides. There are a variety of different slide types: title slides, bulleted lists, table slides which have text and numbers on them, and slides that contain charts such as pie charts, bar charts, line charts. A slide can contain text or graphs as well as other objects such as *Clip Art* pictures to help enhance the presentation. Everything that is created in PowerPoint is referred to as an *Object*, e.g. text, graphics, shapes, pictures, etc.

Slides may be displayed individually on screen or as part of a *Slide Show*, and can then be sent to a printer/plotter or stored as a 35mm slide.

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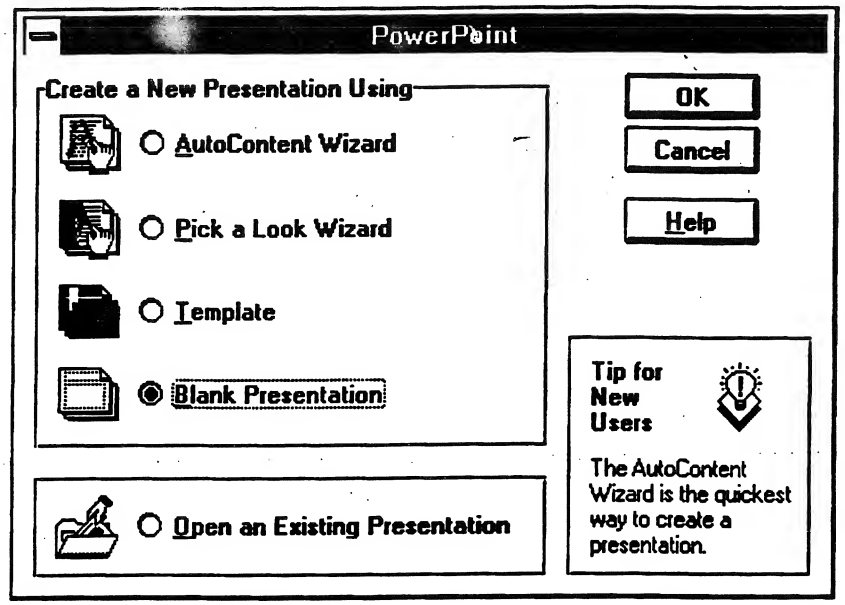
Creating a Presentation

Each time PowerPoint is started, the **Create a New Presentation Using** dialogue box appears. The user has the choice to start a new presentation or to work on an existing presentation.



Choices	Description
AutoContent Wizard	Enables the user to have most of the hard work done for them, however the user is somewhat limited in the input they have with regard to slide formats (e.g. colours and fonts) and contents.
Template	Allows the user to select a presentation template which controls background colours, fonts and background pictures.
Blank Presentation	Users can create a presentation from a blank slide, adding their own type of slides as and when necessary. This option allows the user maximum control over what is included in the presentation and how it is displayed.
Pick a Look Wizard	Is used for designing the layout of the presentation. The user is led through a nine step process and is prompted for answers regarding the information to be included, e.g. company name, date, etc.

Creating a New Slide

Once the user has opted to create a new presentation using a Blank Presentation (or Template), PowerPoint prompts the user to select a slide type. The **New Slide** dialogue box appears and contains all the different types of slides that can be created. There are a number of different options for text depending on the style of text required.

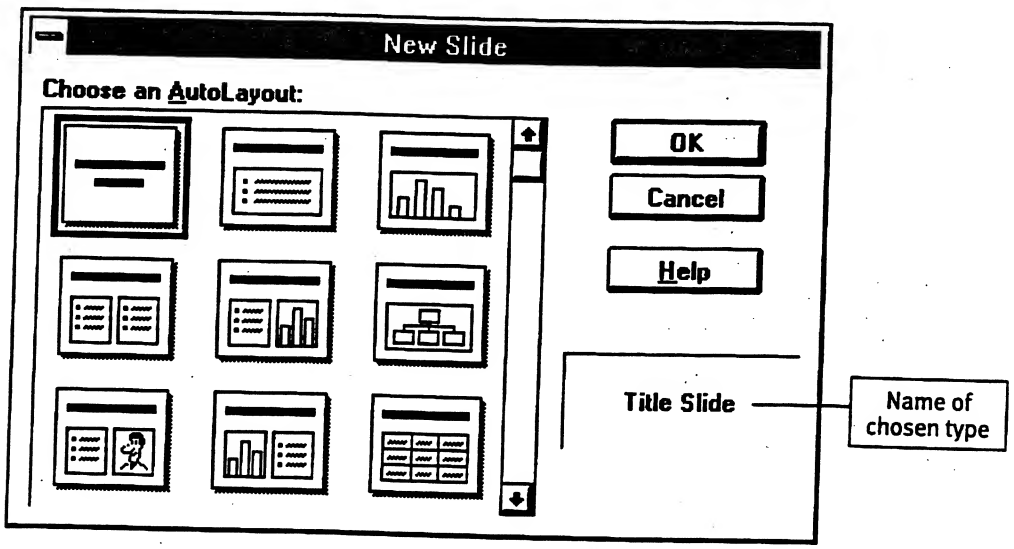
Each of the new slide options (with the exception of the Blank Slide) contain pre-defined areas which enable the user to add objects such as text.

To Create a New Slide

Mouse

1. Choose **Blank Presentation** from the Create a New Presentation Using dialogue box
2. Choose **OK**

PowerPoint prompts the user to select a slide type.



3. Select the required slide type, e.g. Title
4. Choose **OK**

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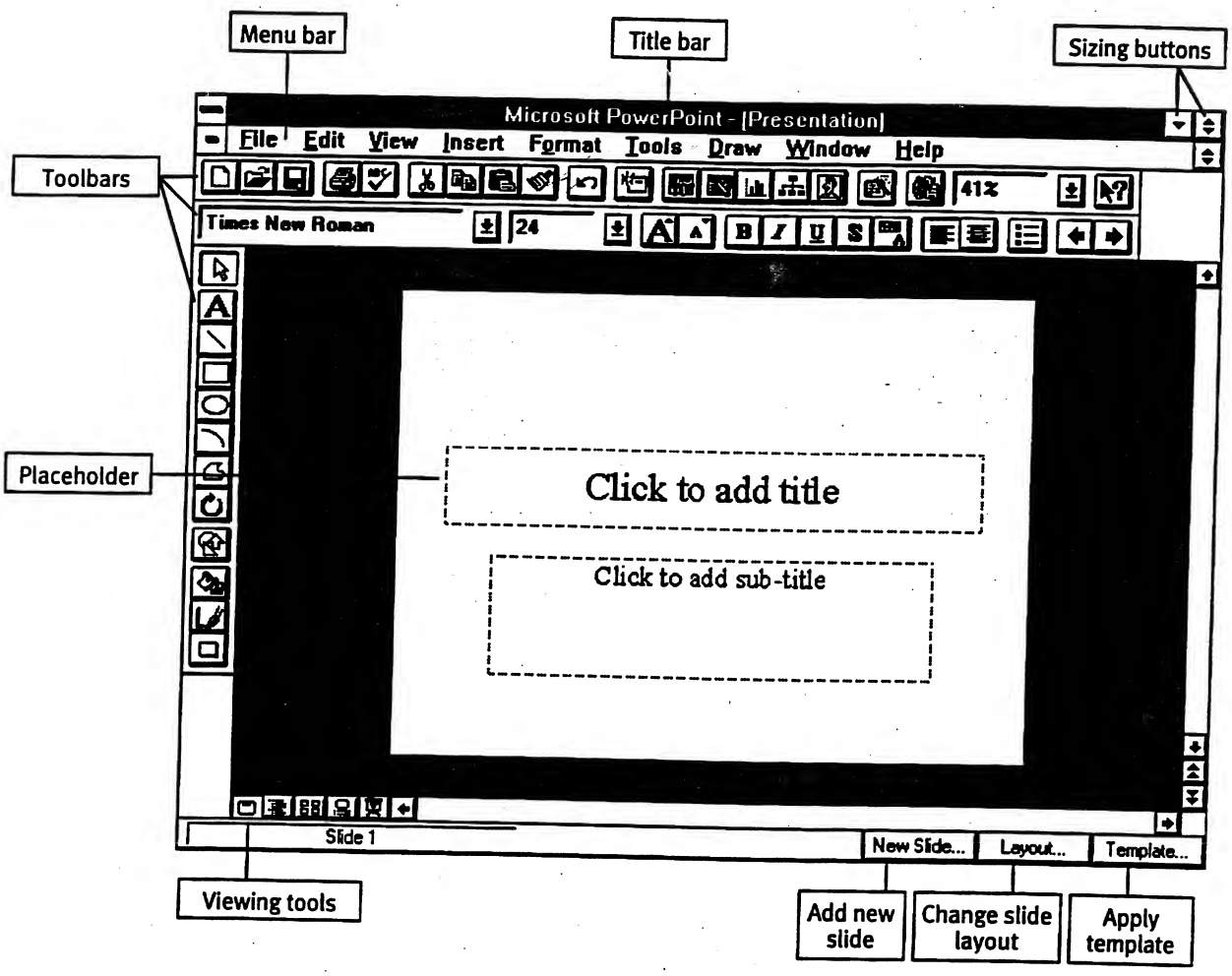
Slide Types

Before PowerPoint can produce a slide, the type of slide the user would like must be specified. Slide types can be changed subsequently. There are 21 different slide types available, including:

Slide Type	Description
Title	Generally used to introduce a presentation
Bulleted Lists	Useful to itemise important points about a presentation
2 Column Text	Displays two bullet columns side by side on one slide
Table	Displays text and/or numbers in columns and rows
Text and Graph	Displays a bullet chart and graph on one slide
Organisation Chart	Shows relationships between employees, departments or functions in an organisation
Graph	Displays data in graph format, e.g. line chart
Text and Clip Art	Displays a bullet chart and a Clip Art picture on one slide
Blank	Allows the user to type or draw objects in any style and any position on the slide
Text and Object	Displays a bullet chart and an object, e.g. an object from Paintbrush, on one slide

The PowerPoint Screen

Once a slide type has been chosen, PowerPoint displays the new slide in a view known as the *Slide view*. This view displays a single slide.



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Using the Menu Bar

PowerPoint has two menus, the *Menu bar* and the *Shortcut menu*. The menu bar displays all options available within PowerPoint and is accessed using the left mouse button. The shortcut menu however, only displays some of the more frequently used options, such as formatting, and is accessed via the right mouse button.

To Select a Menu Bar Option

Mouse

1. Click on menu title

A pull-down menu will appear listing all options available.

2. Choose the required menu option

Keyboard

1. Press **[Alt]** + underlined letter of menu title
2. Type underlined character of required option

To Select a Shortcut Menu Option

Menu

1. Click right mouse button on required object

A pull-down menu will appear listing all options available.

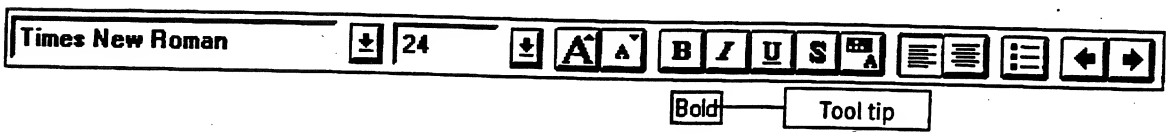
2. Choose the required menu option

Using the Toolbars

Toolbars are a form of shortcut menu. They allow the user to carry out some of the most common functions quickly. They display a graphical representation of the tasks that the tools carry out, such as printing, saving and simple formatting of text.

In PowerPoint 4.0 there are seven separate toolbars available. Three toolbars display by default: the *Standard*, *Formatting* and *Drawing* toolbars.

If the mouse pointer is left stationary over a tool, a 'tool tip' appears stating the use of the tool and a help prompt appears on the Status bar describing the feature.



The Standard toolbar gives quick access to the most frequently used menu commands. The Formatting toolbar gives quick access to the most frequently used formatting commands. The Drawing toolbar allows users to draw shapes onto a slide.

To Activate a Tool on the Toolbar

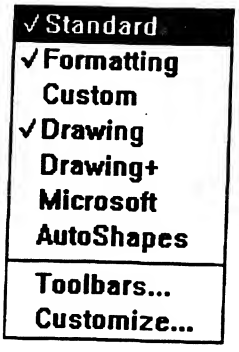
Mouse

1. Click left mouse button on the required tool

To Display Other Toolbars

Menu

1. Click right mouse button on any toolbar currently displayed, e.g. on the Standard toolbar



2. Choose the required toolbar(s)

The same method is used to hide a toolbar.

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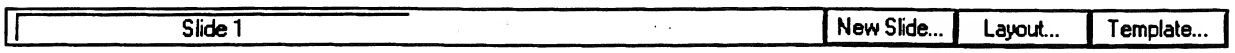
Placeholders

The boxes with the dotted outline that appear on new slides are known as *Placeholders*. These boxes serve as placeholders for objects such as the slide title, text, charts, tables, organisational charts and clip art.

Just click to add text in any placeholder, or double-click to add the specified object.

Status Bar

The *Status bar* at the bottom of the PowerPoint screen displays messages describing what the commands and buttons do, and shows which slide number is currently displayed. There are also shortcut buttons for adding a **New Slide**, changing the **Layout** of the current slide, and applying or changing the **Template** for the presentation.



Adding Another Slide to a Presentation

When users have finished with the current slide, the presentation can be saved or another slide added. When adding a new slide into a presentation, the new slide will be inserted after the current slide.

To Add a Slide to a Presentation

Menu

1. Choose **Insert, New Slide**

The New Slide dialogue box appears.

2. Select the slide type required
3. Choose **OK**

Mouse

1. Click

2. Follow steps 2 and 3 as menu method

Keyboard

1. Press **[Ctrl]+[M]**
2. Follow steps 2 and 3 as menu method

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Moving Around a Presentation

Providing there is more than one slide created in a presentation it is possible to move between slides.

☞ **To Move Through the Slides**

Mouse

1. To move to the previous slide click

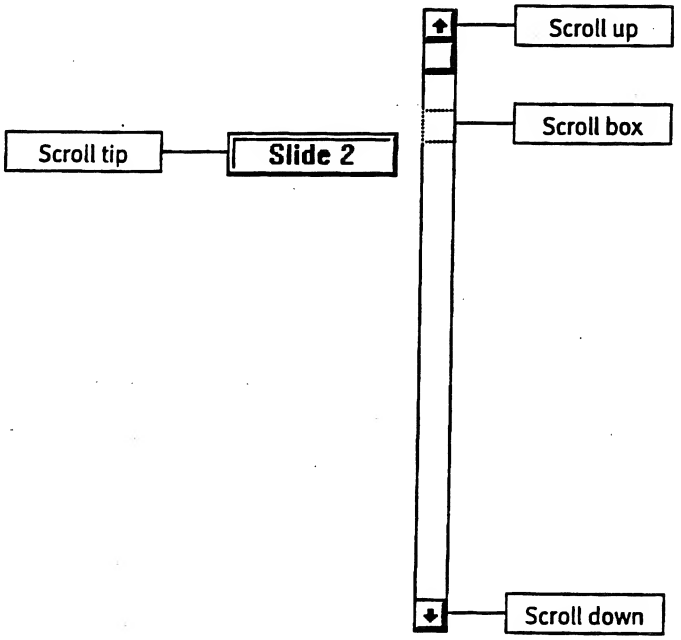
   or

   To move to the next slide click

   or

   Click and drag the scroll box to the required slide

While dragging the scroll box, a scroll tip will appear, displaying the slide number.



Keyboard

Keystroke	Action
[Page Up]	Previous Slide
[Page Down]	Next Slide
[Ctrl]+[Home]	First Slide
[Ctrl]+[End]	Last Slide

Notes

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Chapter 3
Working with Text

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Topics

The following are covered in this chapter:

- ✓ Creating Text Slides
- ✓ Using the Text Tool
- ✓ Creating Bulleted Lists
- ✓ Creating Tables
- ✓ Creating Organisation Charts
- ✓ Using WordArt
- ✓ Spell Checking Feature
- ✓ Quick Formatting
- ✓ Undo Facility

Creating Text Slides

There are different types of text slides available:

- Title Slides

Contain titles and subtitles and are generally used to introduce a presentation

- Bulleted Lists

Bulleted lists can introduce important points

- Tables

Table charts help illustrate relationships between categories of data

- Organisational Charts

Show relationships between employees, departments or functions in an organisation

Adding Text to a Slide

Text can be added to a slide using text placeholders or using the Text tool.

☞ **To Add Text to a Title Slide**

Mouse

1. Click on the required **placeholder**

A flashing vertical line indicates the insertion point where text will be placed when typed and a grey outline appears around the edge of the text object.

2. Type text

To force a line break press **[Return]**.

3. To view the text, click outside the text object

or

Click

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Editing Text

Text can be inserted by placing the insertion point at the relevant position and typing new text. Any text to the right of the insertion point is pushed along. Text can be replaced by selecting the text to be replaced and simply typing the new text. Any text to be removed can be deleted using **[Backspace]** and **[Delete]**.

To Insert Text

Mouse

1. Click inside the text object
2. Click where the text is to be inserted
3. Type text
4. Click outside the text object

   or

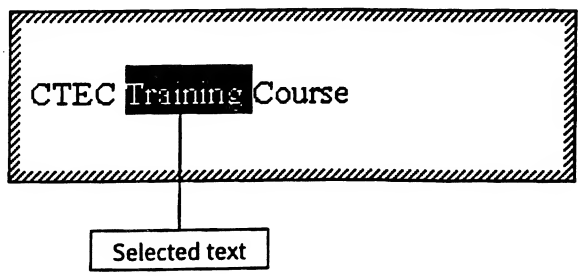
   Click

To Select Text

Mouse

1. Click inside the text object
2. Click and drag over the appropriate text
3. Release the mouse

The text is now selected.



To Typeover Text

Mouse

1. Click inside the text object
2. Click and drag to select text to be replaced
3. Type in replacement text
4. Click outside the text object

   or

   Click

To Delete Text

Mouse

1. Click inside the text object
2. Click where text is to be deleted
3. Press **[Backspace]** to delete any characters left of the insertion point

   or

   Press **[Delete]** to delete any characters right of the insertion point

To Delete All Text in a Text Object

Mouse

1. Click inside the text object
2. Select all the text in the required text object

   or

   Click inside the text, and then click on the grey outline around the text object

Selection handles display around the edges of the text object.

3. Press **[Delete]**

The original text placeholder will display.

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Selecting Text Objects

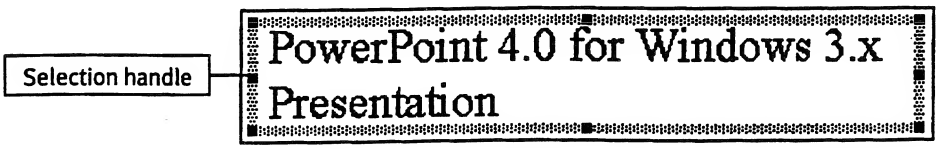
Before any enhancements can be made to a text object, it has to be *selected* first.

To Select a Text Object

Mouse

1. Click inside the text object
2. Click on the grey outline around the text object

Selection handles display around the edges of the object.



To Select Several Text Objects

Mouse

1. Click inside the text object
2. Click on the grey outline around the text object

Selection handles display around the edges of the object.

3. Press **[Shift]** whilst clicking on the other text objects required

To Select All Objects on a Slide

Menu

1. Choose **Edit, Select All**

Keyboard

1. Press **[Ctrl]+[A]**

Moving Text

Text can be moved to a new location on a slide or can be moved onto a different slide.

To Move a Text Object Around a Slide

Mouse

1. Select the text object
2. Position the mouse on the grey outline

The mouse pointer changes to an arrow.

3. Click and drag to new location
4. Release the mouse

To Move a Text Object from One Slide to Another

Menu

1. Select the text object
2. Choose **Edit, Cut**
3. Move to the new location, e.g. slide 2
4. Choose **Edit, Paste**

Mouse

1. Select the text object
2. Click
3. Move to the new location, e.g. slide 2
4. Click

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Copying Text

Text can be duplicated on a slide or copied onto another slide.

To Copy a Text Object on a Slide

Mouse

1. Select the text object
2. Position the mouse on the grey outline

The mouse pointer changes to an arrow.

3. Press **[Ctrl]** + click and drag to new location
4. Release the mouse

To Copy a Text Object from One Slide to Another

Menu

1. Select the text object
2. Choose **Edit, Copy**
3. Move to the new location, e.g. slide 2
4. Choose **Edit, Paste**

Mouse

1. Select the text object
2. Click
3. Move to the new location, e.g. slide 2
4. Click

Enhancing Text

The appearance of text may be altered to make it easier and clearer to understand, e.g. change the font, size and colour of the title.

To Change the Font

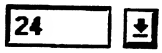
Mouse

1. Select the text object
2. Click

3. Choose the required font

To Change Font Size

Mouse

1. Select the text object
2. Click 

3. Choose the size required

or

To increase the font size, click

or

To decrease the font size, click

To Embolden Text

Mouse

1. Select the text object
2. Click

Repeat process to switch off the bold format.

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Keyboard

1. Select the text object
2. Press **[Ctrl]+[B]**

Repeat process to switch off the bold format.

To Italicise Text

Mouse

1. Select the text object
2. Click

Repeat process to switch off the format.

Keyboard

1. Select the text object
2. Press **[Ctrl]+[I]**

Repeat process to switch off the format.

To Underline Text

Mouse

1. Select the text object
2. Click

Repeat process to switch off the format.

Keyboard

1. Select the text object
2. Press **[Ctrl]+[U]**

Repeat process to switch off the format.

To Add a Shadowed Effect to Text

Mouse

1. Select the text object
2. Click S

Repeat process to switch off the format.

To Change Text Colour

Mouse

1. Select the text object
2. Click A
3. Choose the colour required

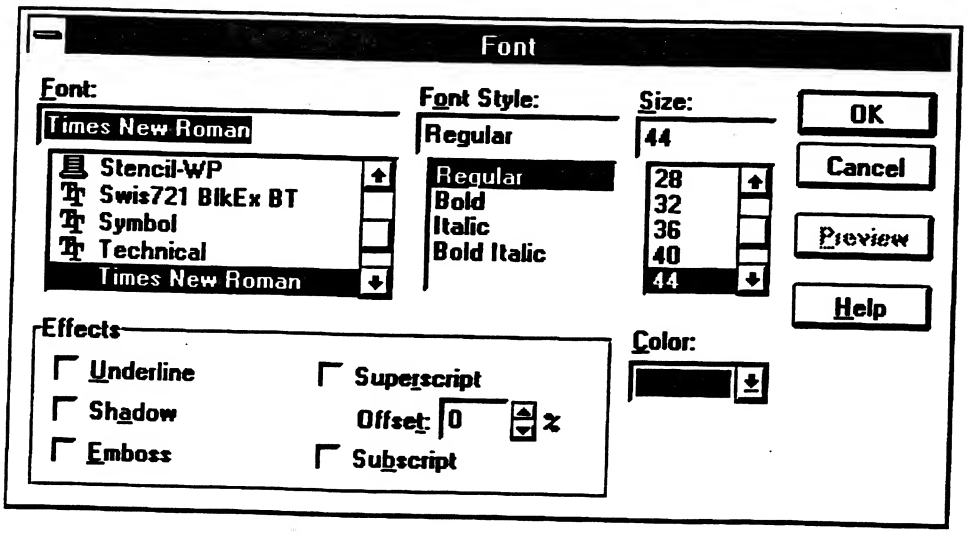
To Change All Text Enhancements

Menu

1. Select the text object
2. Choose **Format, Font**

   or

   Click on the grey outline with right mouse button, choose **Font**



3. Select the font, size, style, colour and any effects required
4. Choose **OK**

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Aligning Text

Each text object has its own *alignment* when it is first created, e.g. titles in the centre. The alignment of a text object can be changed to the *right* of the object, to the *left* of the object, in the *centre* of the object, or *justify* which justifies between the left and right edges of the text object.

To Change the Alignment of a Text Object

Menu

1. Select the text object
2. Choose **Format, Alignment**
3. Choose the required alignment

Mouse

1. Select the text object
2. Click on the required tool

Using the Text Tool

Text can be added to any part of a slide using the *Text tool.*

To Add Text Using the Text Tool

Mouse

1. Click

2. Click where the text is to appear on the slide

   or

   Click and drag a text box, to keep the text to the width of the box and allow it to word wrap within the box

A text box and an insertion point appear.

3. Type text required

4. Click outside the text box to view the text

Note

The resulting text annotation will be printed with the slide and seen on a Slide Show, but will not display in the Outline view.

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Creating Bulleted Lists

Bullet slides are, perhaps, the most common way in which text will be entered into a presentation. A bullet slide is a list of points and sub-points which are known as *Levels of Text*. In PowerPoint, text can be entered down to five levels. The process of moving down a level is known as *demoting*, and moving up a level as *promoting*. Bullet slides derive their name from the character preceding the text which is known as a *Bullet*.

To Create a Bullet Slide

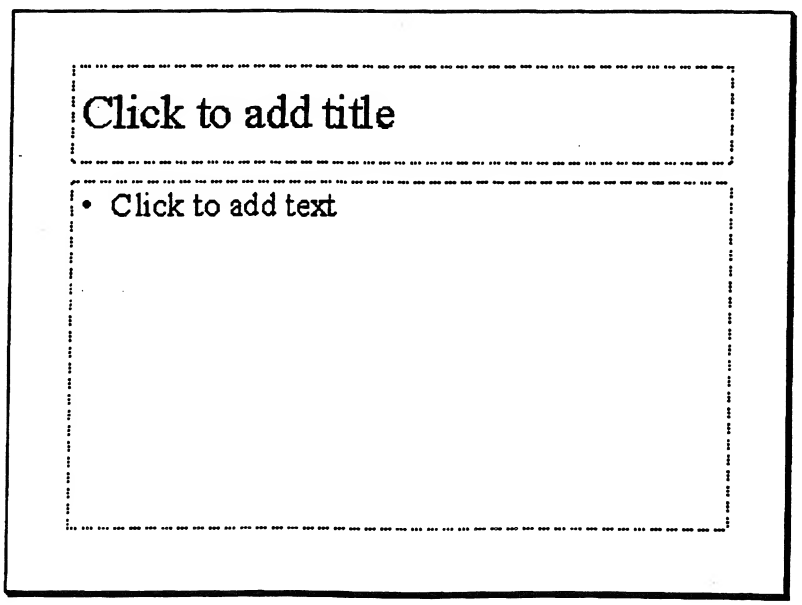
Menu

1. Choose **Insert, New Slide**
2. Choose **Bulleted List** slide type
3. Choose **OK**

Mouse

1. Click

2. Choose **Bulleted List** slide type
3. Choose **OK**



To Type Bullet Points

Mouse

1. Click on the **Bullet placeholder**
2. Type relevant text for the first bullet point

Word-wrap occurs when a line is full. To force a line break press **[Shift]+[Return]**.

3. Press **[Return]** to create the next bullet point

To Further Indent or Outdent a Bullet

Mouse

1. Position the cursor anywhere on the line to indent or outdent
2. To indent click

   or

   To outdent click
3. Continue until bulleted list is complete
4. To view the text click outside the text box

   or

   Click

Keyboard

1. Position the cursor at the beginning of the line
2. To indent press **[Tab]**

   or

   To outdent press **[Shift]+[Tab]**
3. Continue until bulleted list is complete
4. To view the text click outside the text box

   or

   Click

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Selecting Bullet Points

Bullets can be selected individually within the bulleted list or as a group. Once bullets have been selected, they can be moved, copied, deleted or have their attributes changed.

To Select a Bullet Point

Mouse

1. Click on the bullet icon

The mouse pointer changes to a four headed arrow.

This will also select any sub-levels.

To Select a Group of Bullet Points

Mouse

1. Click on the first bullet icon in the group
2. Press **[Shift]** and click on the last bullet icon in the group

Moving Bullet Points

Within a bulleted list, bullet points may be moved to a new location in the list.

To Move a Bullet Point

Menu

1. Select the relevant bullet points
2. Choose **Edit, Cut**
3. Move the cursor to the new location
4. Choose **Edit, Paste**

Mouse

1. Select the relevant bullet points
2. Click and drag to new location
3. Release the mouse

If the bullet has sub-points, these will also move.

or

1. Select the relevant bullet points
2. Click
3. Move the cursor to the new location
4. Click

Copying Bullet Points

Within a bulleted list, bullet points may be copied to another location.

To Copy Bullet Points

Menu

1. Select the relevant bullet points
2. Choose **Edit, Copy**
3. Move the cursor to the new location
4. Choose **Edit, Paste**

Mouse

1. Select the relevant bullet points
2. Click
3. Move the cursor to the new location
4. Click

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Changing Bullet Attributes

The style of the bullet icon can be changed in a bulleted list.

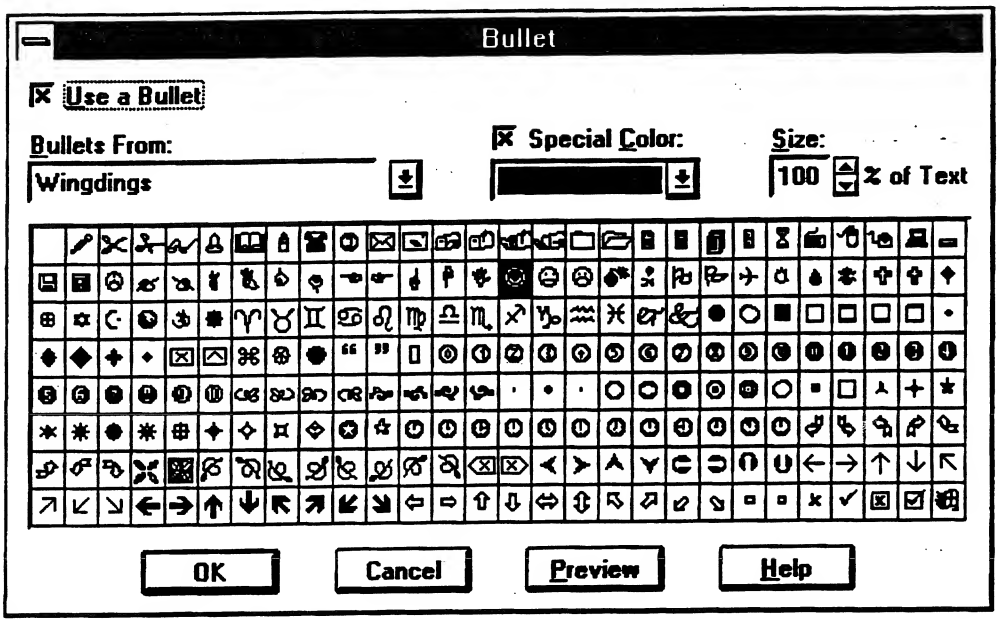
To Change the Bullet Icon

Menu

1. Select the bullet points to be changed
2. Choose **Format, Bullet**

   or

   Click right mouse button, choose **Bullet**



3. Choose **Bullets From** and select the font which contains the type of bullet required

Wingdings has a large selection of graphical characters.

4. Choose **Special Color** and select a colour for the bullet

This does not have to be the same colour as the text.

5. Select the new bullet icon required from the list
6. Choose the **Size** box to enter a percentage size for the bullet

The higher the percentage, the larger the bullet is in relation to the text.

7. Choose **Preview**

The Bullet dialogue box may cover the slide the user wishes to preview. The dialogue box can simply be moved to a new location by clicking and dragging the title bar and releasing the mouse.

8. Repeat steps 3 to 6 until correct format displays

9. Choose **OK**

Note

To change only one bullet icon, position the cursor on the relevant bullet line and follow steps 3 to 9 as above.

The bullet styles for the entire presentation are set on the Slide Master (see Chapter 11).

Changing the Layout of a Bulleted List

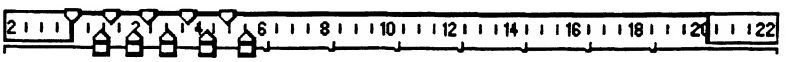
To change the spacing between the bullet and the text that follows, the ruler needs to be displayed.

To View the Ruler

Menu

1. Choose **View, Ruler**

For each of the bullet levels used (one to five) two markers will appear on the ruler running across the top of the screen. The upper marker is for the position of the bullet icon on the line, and the second, lower marker is used to control the position of the text.



© CTEC

To Change the Text Indents

Mouse

1. Position the cursor anywhere in the bulleted list

It is not necessary to be positioned in a specific level as any changes made will affect all the text in the bulleted list.

2. Click and drag the required **Bullet Marker** to the new position on the ruler
3. Release the mouse

All text and sub-points adjust automatically.

4. Click and drag the required **Text Marker** to the new position on the ruler
5. Release the mouse

All levels will be affected by this, as it is not possible to affect the spacing for just one individual level within a bulleted list.

To Change the Line Spacing

Menu

1. Select all of the bulleted list
2. Choose **Format, Line Spacing**
3. Choose the **Line Spacing** required, e.g. 1.25
4. Choose **Preview**

As the whole list is selected in this procedure, any changes made to the line spacing will affect all the text.

5. Repeat steps 3 and 4 until the correct line spacing displays
6. Choose **OK**

Note

If the line spacing for one specific line needs to be changed, position the cursor on the line to change and follow steps 2 to 6 as above. Do not select all of the bulleted list.

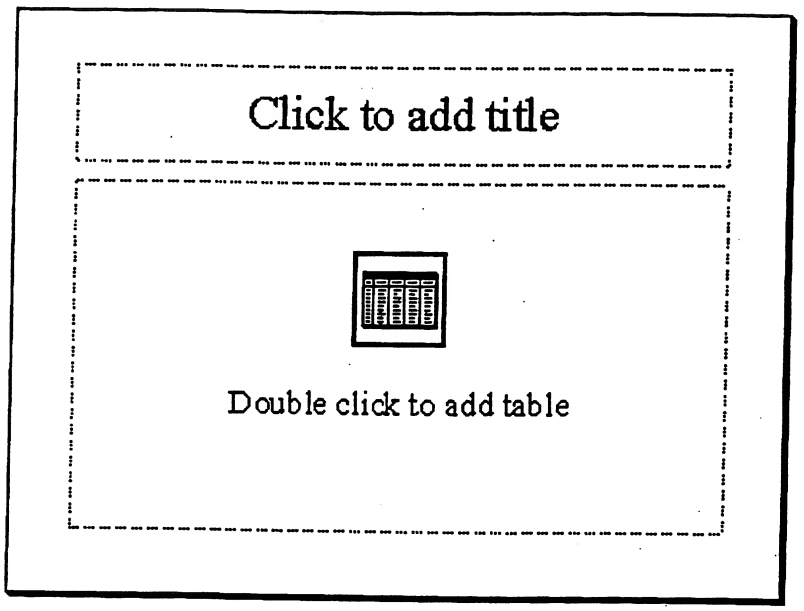
Creating Tables

If text needs to be entered in a tabular format then PowerPoint can make use of Microsoft's *OLE (Object Linking and Embedding)* feature to insert a Word 6.0 table into the presentation, provided Word 6.0 has been installed on the machine.

To Create a Table

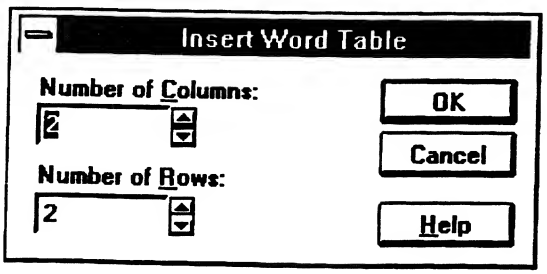
Menu

1. Choose **Insert, New Slide**
2. Choose **Table** slide type
3. Choose **OK**



4. Double-click on the **Table placeholder**

PowerPoint prompts the user to define the number of rows and columns required in the table.



5. Choose the number of rows and columns required, choose **OK**

Word 6.0 is now launched.

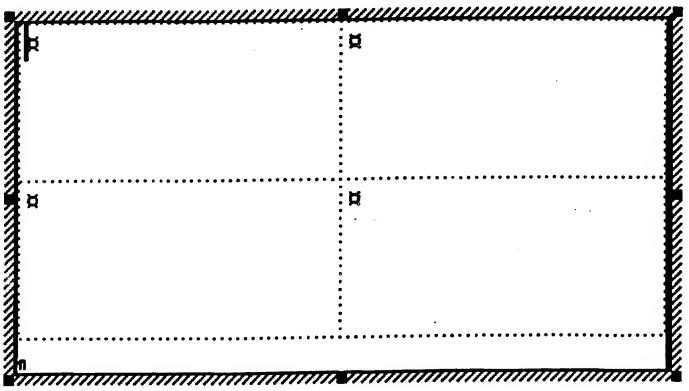
© CTEC

Mouse

1. Click New Slide...
2. Choose **Table** slide type
3. Choose **OK**
4. Follow steps 4 and 5 as menu method

Note

The user does not actually leave PowerPoint however, both the **Menu bar** and the **Toolbars** now change to those of Word 6.0 (note that the Draw option on the menu bar changes to Table) and all the functionality of Word 6.0 is now available to the user. In the drawing area of the screen the table appears with a shaded outline surrounding it. This is known as *In-place Editing*.



A table displays text and/or numbers in *columns* and *rows*. The intersection between a column and a row is known as a *Cell*. The insertion point appears in the top left cell and text can now be entered and edited.

Using the Table Tool

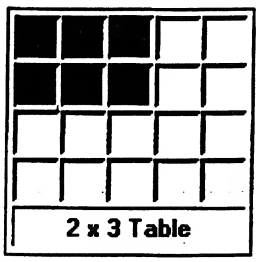
Instead of having to choose Table as the slide type, a table can be created on any slide using the *Table tool.*

To Use the Table Tool

Mouse

1. Click

2. Click and drag to the right to select the number of columns required and down to select the number of rows required



3. Release the mouse

Word 6.0 is then launched.

Changing the Appearance of a Table

The process for changing the appearance of text in a table is the same as changing the appearance of text in a title slide, discussed earlier in this chapter. However, it should be noted that the Font dialogue box is the Word 6.0 dialogue box and is slightly different to that found in PowerPoint.

To Select a Row or Column

Menu

1. Position the insertion point in a cell in the required row or column

2. Choose **Table, Select Row**

   or

   Choose **Table, Select Column**

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To Insert a Column

Menu

1. Select the relevant column(s)
2. Choose **Table, Insert Columns**

The new column(s) are inserted to the left of the selected column.

To Insert a Row

Menu

1. Select the relevant row(s)
2. Choose **Table, Insert Rows**

The new row(s) are inserted above the selected row.

To Delete a Column or Row

Menu

1. Select the relevant column(s)

   or

   Select the relevant row(s)

2. Choose **Table, Delete Columns**

   or

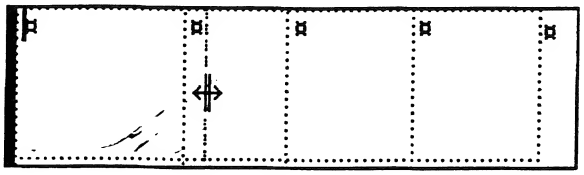
   Choose **Table, Delete Rows**

To Change the Width of a Column

Mouse

1. Click and drag the dashed line at the right of the column to change

The mouse pointer changes to a double arrow.

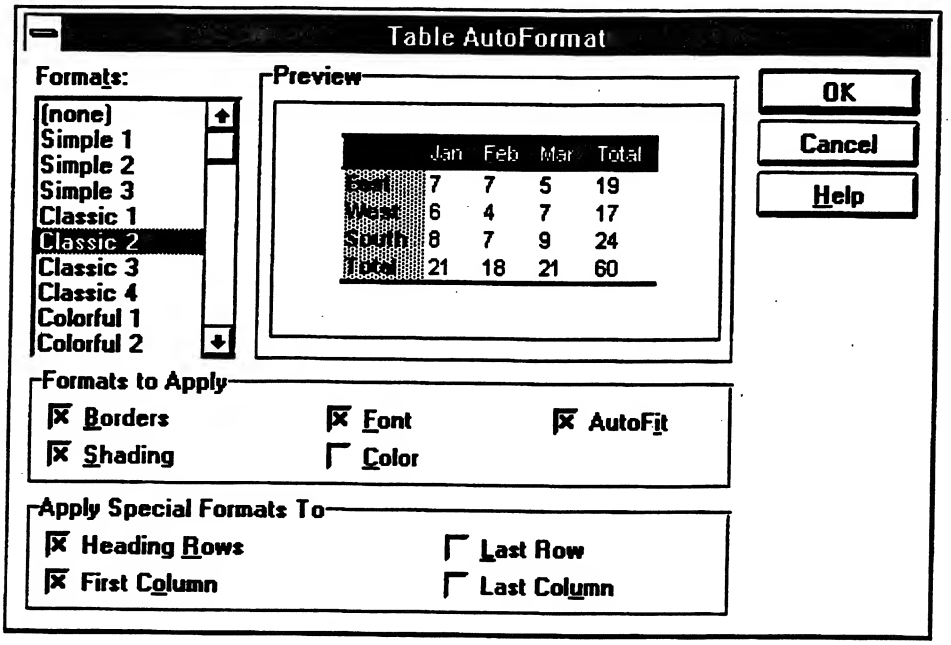


2. Release the mouse

To Change the Table Format

Menu

1. Choose **Table, Table Autoformat**
2. Choose the Autoformat required, e.g. Classic 2



3. Choose **OK**

When changes have been made to the table the user can then return to PowerPoint's Slide view.

© CTEC

Exiting From Table Editing

When the table is completed, the user has to exit from table editing to display the table within the presentation. The table can then be moved to a different location on the slide and resized if required.

To Exit From Table Editing

Mouse

1. Click outside the table area

To Return to Table Editing

Mouse

1. Double-click anywhere on the table

To Move a Table Around the Slide

Mouse

1. In the Slide view, select the table
2. Position the mouse over the table
3. Click and drag to the new location
4. Release the mouse

To Resize a Table

Mouse

1. In the Slide view, select the table

Selection handles display around the table.

2. Position the mouse over one of the selection handles

The mouse pointer changes to a double arrow.

3. Click and drag to resize table

To keep the table in proportion press **[Shift]** whilst dragging.

4. Release the mouse

Creating Organisation Charts

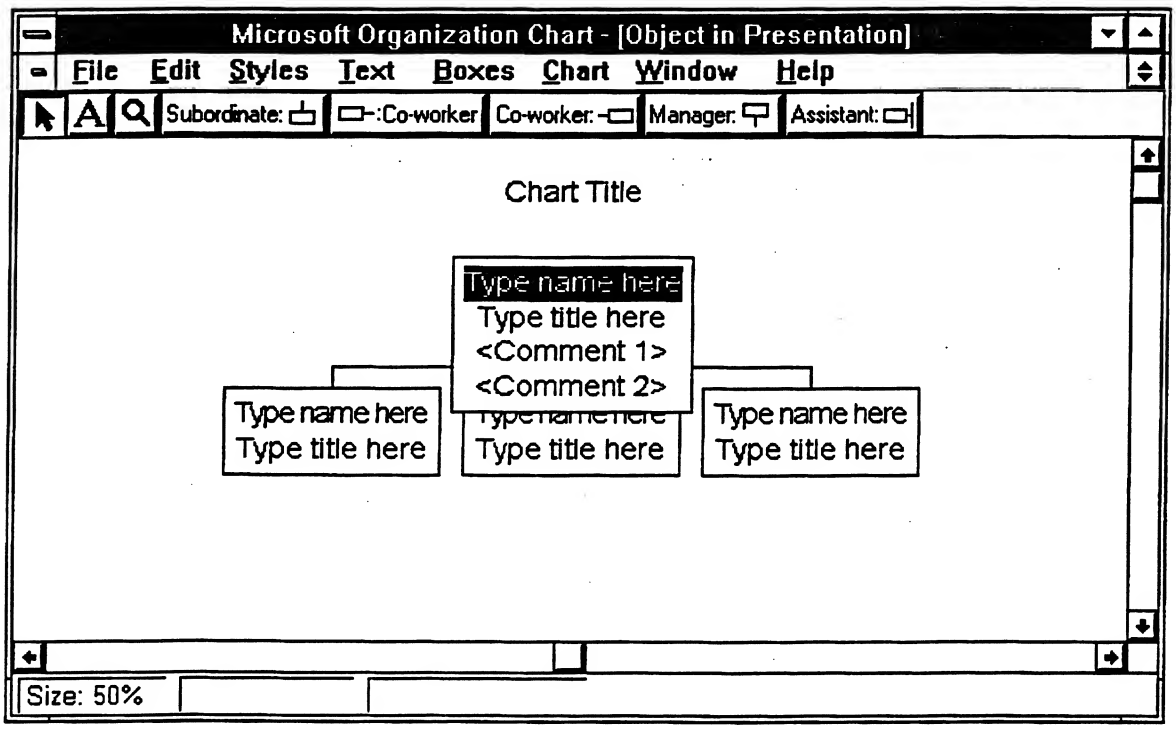
An organisation chart will show the relationships between employees, departments, or functions in an organisation. When an organisation chart is created, another application is launched called *Microsoft Organization Chart*.

To Create an Organisation Chart

Menu

1. Choose **Insert, New Slide**
2. Choose **Org Chart** slide type
3. Choose **OK**
4. Double-click on the **Organisation placeholder**

Microsoft Organization Chart is launched.



The four boxes appear on the screen, by default.

Mouse

1. Click New Slide...
2. Follow steps 2 to 4 as menu method

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To Add Text to a Box

Mouse

1. Click in the required box, e.g. Top box

Sample text appears and is selected.

2. Type the name of the person in that position, press **[Return]**
3. Type the position of the person, e.g. Managing Director, press **[Return]**
4. Type any comments if required, press **[Return]**
5. Repeat steps 1 to 4 to type into other boxes
6. To view the text click outside the box

To Edit Text in an Organisation Chart

Mouse

1. Click on box to edit
2. Press **[Return]** until the line to edit is selected
3. Type new text
4. To view the new text click outside the box

Adding Other Staff Levels

There are four types of staff level that can be added: *Co-Worker*, *Subordinate*, *Manager* and *Assistant*.

To Add Other Staff Levels

Mouse

1. Choose the type of staff level required, e.g. click

2. Click on an existing person to which the addition has a relationship
3. Type text required
4. To view the new text click outside the box

Enhancing an Organisation Chart

Before any formatting can be added to an organisation chart, the areas to be enhanced must first be selected.

To Select Lines and Boxes

Menu

1. Choose **Edit, Select**
2. Choose the item to be selected, e.g. Connecting Lines

Mouse

1. Click on the line or box to be selected

To select several lines or boxes press **[Shift]** whilst clicking.

Keyboard

1. To select all lines and boxes press **[Ctrl]+[A]**

To Move a Box

Mouse

1. Click and drag the box over its new manager or co-worker
2. Release the mouse

To Change Text Style

Menu

1. Select the box(es) to change
2. Choose **Text, Font**
3. Choose the font, style and size required
4. Choose **OK**

To Change Text Colour

Menu

1. Select the box(es) to change
2. Choose **Text, Color**
3. Choose the colour required

To Change the Box Colour

Menu

1. Select the box(es) to change
2. Choose **Boxes, Box Color**
3. Choose the colour required

To Change the Border Style

Menu

1. Select the box(es) to change
2. Choose **Boxes, Box Border**
3. Choose the border required

To Add a Shadowed Effect Around a Box

Menu

1. Select the box(es) to change
2. Choose **Boxes, Box Shadow**
3. Choose the shadow required

To Change the Thickness of Lines

Menu

1. Select the line(s) to change, e.g. Connecting Lines
2. Choose **Boxes, Line Thickness**
3. Choose the thickness required

To Change the Style of Lines

Menu

1. Select the line(s) or box(es) to change, e.g. Connecting Lines
2. Choose **Boxes, Line Style**
3. Choose the style required

To Change the Colour of Lines

Menu

1. Select the line(s) to change
2. Choose **Boxes, Line Color**
3. Choose the colour required

Exiting Microsoft Organization Chart

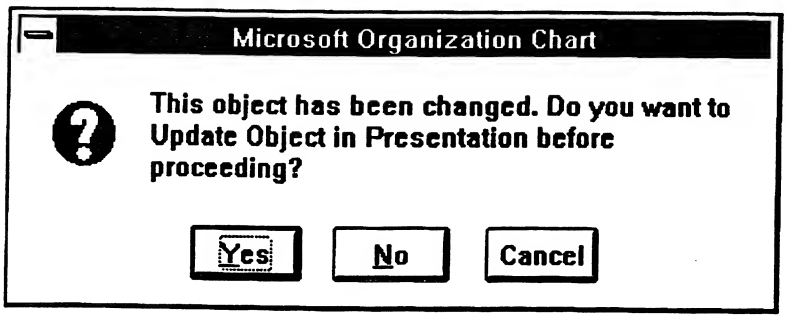
When the organisation chart is completed, the user has to exit Microsoft Organization Chart to display the chart within the presentation. The chart can then be moved to a different location on the slide and resized if required.

To Exit Microsoft Organization Chart

Menu

1. Choose **File, Exit and Return to Presentation**

The Microsoft Organization Chart confirmation dialogue box displays.


Microsoft Organization Chart
This object has been changed. Do you want to Update Object in Presentation before proceeding?
Yes
No
Cancel

2. Choose **Yes** if the changes made to the chart should be inserted into the presentation

   or

   Choose **No** to cancel any changes made to the organisation chart

© CTEC

To Return to Microsoft Organization Chart

Mouse

1. Double-click anywhere on the chart

To Move an Organisation Chart Around the Slide

Mouse

1. In the Slide view, select the organisation chart
2. Click and drag to the new location
3. Release the mouse

To Resize an Organisation Chart

Mouse

1. In the Slide view, select the organisation chart

Selection handles display around the chart.

2. Position the mouse over one of the selection handles

The mouse pointer changes to a double arrow.

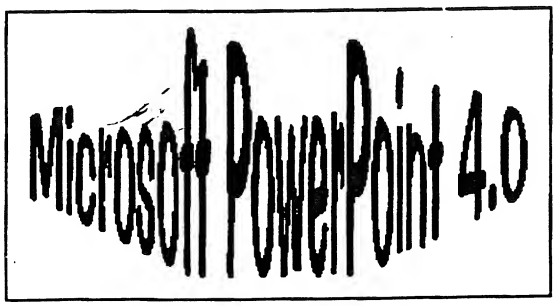
3. Click and drag to resize the organisation chart

To keep the chart in proportion, press **[Shift]** whilst dragging.

4. Release the mouse

Using WordArt

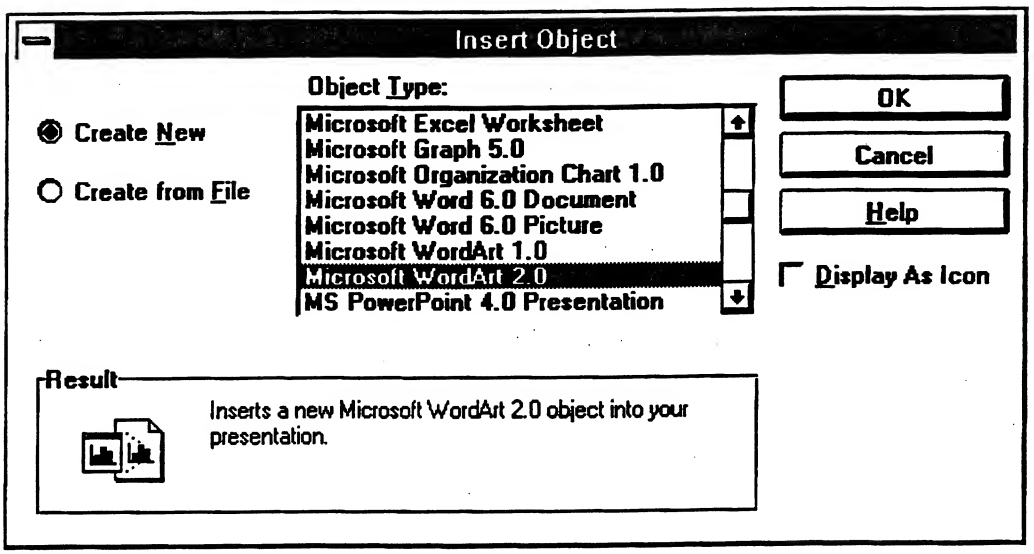
Microsoft WordArt is a program, supplied with PowerPoint, which enables the user to add special effects to text, such as changing its shape, colour, size, etc. and so make it more eye-catching.



To Launch Microsoft WordArt

Menu

1. Choose **Insert, Object**



2. Select the **Create New** button
3. Choose **Microsoft WordArt 2.0** from the Object Type list
4. Choose **OK**

Microsoft WordArt 2.0 is launched.

To Exit from Microsoft WordArt

Mouse

1. Click in the PowerPoint window

© CTEC

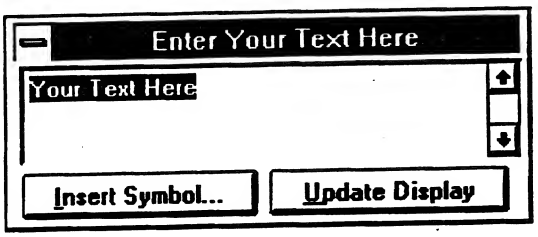
Inserting Text and Adding Special Effects

Once WordArt has been launched, the required text can be inserted and special effects added. The WordArt toolbar is used to add the effects.

To Insert Text

Mouse

1. Type required text in the text entry box



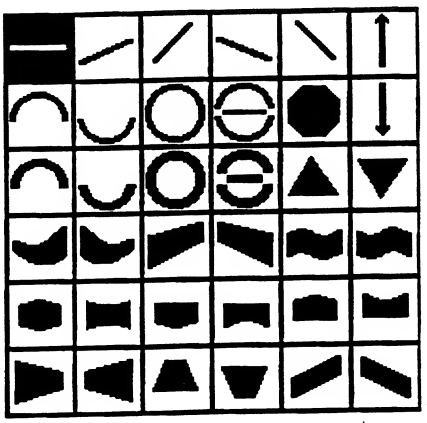
2. Choose **Update Display** to view the text on the screen

To Change the Shape of the Text

Mouse

1. Click

Various shape options are displayed.

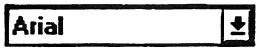


2. Click on the shape required for the text

The shape selected will be applied to the text on the screen.

To Change the Font

Mouse

1. Click 

2. Select a font from the list

The font selected will be applied to the text on the screen.

To Change the Font Size

Mouse

1. Click

2. Select a size from the list

Best Fit sizes the text to fit in the text box that is being used.

To Add Other Effects to the Text

Mouse

1. Click on the required button(s) from the list below

Button	Action
	Insert/remove bold
	Insert/remove italic
	Make all characters the same height
	Change the orientation of the text from portrait to landscape
	Stretch the characters to fill the text box
	Change the alignment of characters within the text box
	Change the spacing between characters
	Add coloured and patterned fills to the text
	Add different types of shadow
	Add a border of varying colours and thickness around each character

© CTEC

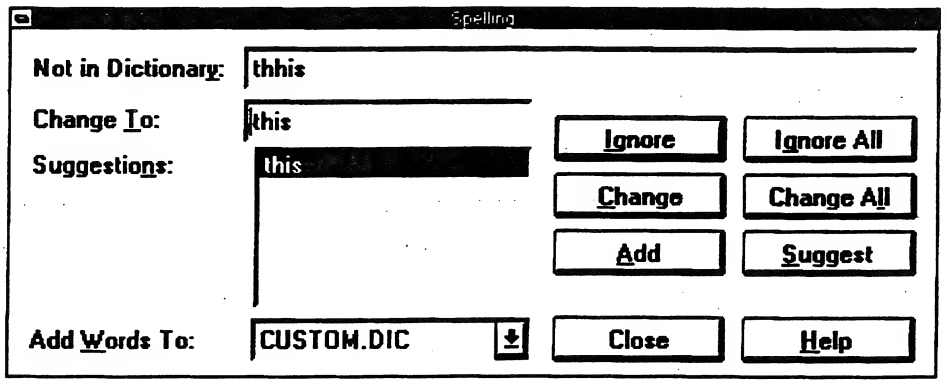
Spell Checking Feature

When the *Spell Checker* is started any incorrect spellings and irregular capitalisation will be highlighted and alternative suggestions will display.

To Check for Spelling Errors

Menu

1. Choose **Tools, Spelling**
2. Choose the required commands



Commands	Description
Ignore	Leaves the selected word unchanged
Ignore All	Leaves the selected word unchanged throughout the presentation
Change	Change the selected word to the word in the Change To box
Change All	Changes the selected word throughout the presentation to the word in the Change To box
Add	Adds the selected word to the dictionary

Mouse

1. Click
2. Choose the required commands

Keyboard

1. Press **[F7]**
2. Choose the required commands

Quick Formatting

A quick way of changing the format or attributes of an object is to pick up the style from one object and apply it to another.

To Use Quick Formatting

Menu

1. Select the object which has already been formatted
2. Choose **Format, Pick Up Object Style**
3. Select the object that needs formatting
4. Choose **Format, Apply Object Style**

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Undo Facility

PowerPoint keeps track of the editing changes that are made as the user works on a presentation. If the user makes a mistake, PowerPoint allows the user to *undo* the last action or command.

To Undo

Menu

1. Choose **Edit, Undo**

Mouse

1. Click

Notes

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Chapter 4
Charting

C·T·E·C

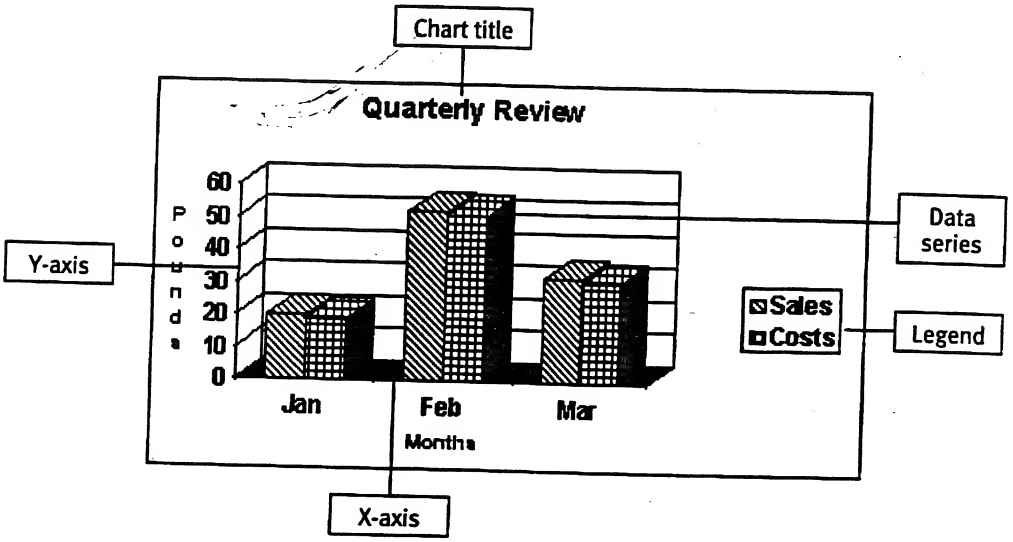
Topics

The following are covered in this chapter:

- ✓ Creating a Chart
- ✓ Entering and Editing Data on a Datasheet
- ✓ Formatting the Chart
- ✓ Importing Data from a Spreadsheet
- ✓ Importing Charts
- ✓ Exiting Microsoft Graph

Creating a Chart

PowerPoint comes with a charting programme called *Microsoft Graph* which enables the user to create graphs to display data such as sales figures, market trends, etc. A chart is produced from data typed into a datasheet. If the data is altered, the chart will be updated to accommodate the new data.



To Create a Chart

Menu

1. Choose **Insert, New Slide**
2. Choose **Graph** slide type
3. Choose **OK**
4. Double-click on the **Graph placeholder**

Microsoft Graph is launched.

Mouse

1. Click New Slide...
2. Choose **Graph** slide type
3. Choose **OK**
4. Double-click on the **Graph placeholder**

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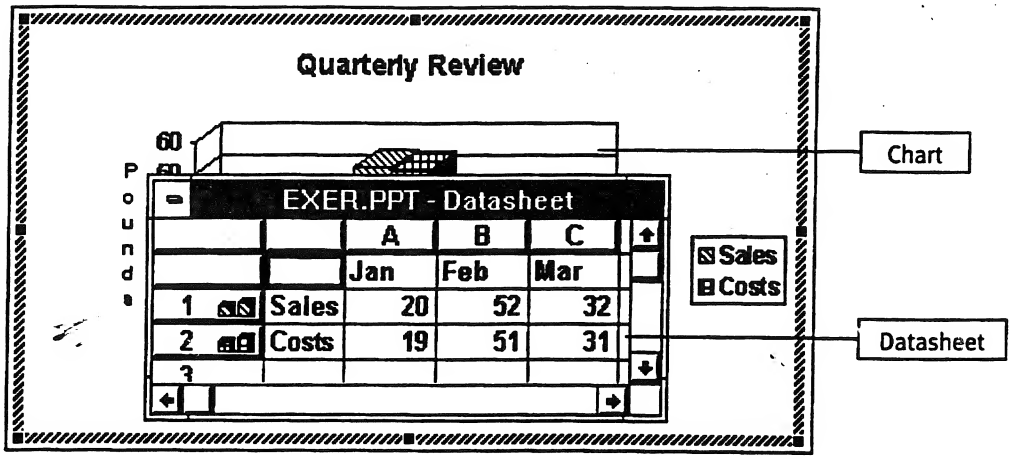

Note

When Microsoft Graph is launched the toolbar changes to the *Graph toolbar.* A datasheet appears with sample data. The sample data is displayed in the background as a 3-D column chart.

To display the graph more clearly, the datasheet can be moved or hidden from view.

To Hide the Datasheet

Mouse

1. Click

To redisplay the datasheet repeat step 1.

Using the Graph Tool

A graph can be created on any slide without having to choose Graph as the slide type, this is achieved using the *Graph tool.*

To Use the Graph Tool

Mouse

1. Click

Microsoft Graph is launched.

Note

When exiting Microsoft Graph, the chart is automatically drawn in the centre of the slide.

Entering and Editing Data on a Datasheet

The datasheet is similar in layout to a spreadsheet, with numbered rows and lettered columns. The intersection of a column and a row is called a *cell*. The major difference between a datasheet and a spreadsheet is that it is not possible to carry out calculations on a datasheet. Figures can not be entered into the first row or first column of the datasheet as these are reserved for labels and legends. Whilst entering and editing data **[Backspace]** and **[Delete]** can be used in the normal way.

To Type Data into the Datasheet

Mouse

1. Select the required cell
2. Type text or numbers

Any existing text in the current cell is overtyped.

3. Press **[Return]**

Changes made to the datasheet are immediately reflected in the graph.

Note

If the required cell is not visible, the scroll bars can be used or the datasheet window can be resized.

To Select Cells

Mouse

Select	Action
One cell	Click on the appropriate cell
A group of cells	Click and drag over the appropriate cells or Click on the top left hand cell of the range and press **[Shift]** and click on the bottom right hand cell
All cells	Press **[Ctrl]+[A]**
A row	Click on the row number
A column	Click on the column letter

© CTEC

To Edit Cell Contents

Mouse

1. Double-click in the required cell

The insertion point displays.

2. Make changes required
3. Press **[Return]**

Keyboard

1. Select the required cell
2. Press **[F2]**

The insertion point displays.

3. Make changes required
4. Press **[Return]**

Deleting, Moving and Copying Cell Contents

Within the datasheet, data can be deleted from a cell, moved to another position and copied to another location.

To Delete Cell Contents

Keyboard

1. Select the cell required
2. Press **[Delete]**

To Delete Rows and Columns

Menu

1. Select the row/column
2. Click right mouse button on the selected area
3. Choose **Delete**

To Insert Rows and Columns

Menu

1. Select the row/column
2. Click right mouse button on the selected area
3. Choose **Insert**

To Move Cell Contents

Mouse

1. Select data
2. Click
3. Move to new position
4. Click

or

1. Select data
2. Position the mouse pointer on any edge of the selected area

The mouse pointer changes to an arrow.

3. Click and drag to new location

An outline displays whilst dragging.

4. Release the mouse

To Copy Cell Contents

Mouse

1. Select data
2. Click
3. Move to new position
4. Click

or

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1. Select data
2. Position the mouse pointer on any edge of the selected area

The mouse pointer changes to an arrow.

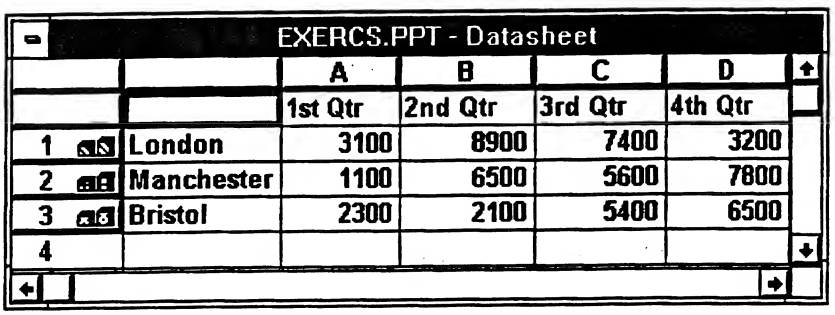
3. **[Ctrl]** + click and drag to new location

An outline displays whilst dragging.

4. Release the mouse

Changing the Datasheet Display

By default, the data on the datasheet displays by row e.g. regional sales by quarter, the quarters being listed in the first row. If the data needs to be displayed differently e.g. quarterly sales by region, then the data has to be displayed by column.



		A	B	C	D
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	London	3100	8900	7400	3200
2	Manchester	1100	6500	5600	7800
3	Bristol	2300	2100	5400	6500
4					

To Change the Display

Menu

1. Choose **Data, Series in Rows**

   or

   Choose **Data, Series in Columns**

Mouse

1. To display data in rows, click

   or

   To display data in columns, click

Excluding Data

If a row or a column contains data that does not need to be included in the graph then it can be excluded. Excluded column/row data turns grey and disappears from the graph.

To Exclude a Row or Column

Menu

1. Select the column

   or

   Select the row

2. Choose **Data, Exclude Row/Col**

Mouse

1. Double-click on the column letter

   or

   Double-click on the row number

To Include a Row or Column

Menu

1. Select the column

   or

   Select the row

2. Choose **Data, Include Row/Col**

The data in the column/row no longer appears grey and is now displayed in the graph.

Mouse

1. Double-click on the column letter

   or

   Double-click on the row number

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Changing the Column Width

The standard *column width* in a datasheet is set to 9, this may be altered if required.

To Change the Column Width

Menu

1. Select the column(s)
2. Choose **Format, Column Width**
3. Type the width required

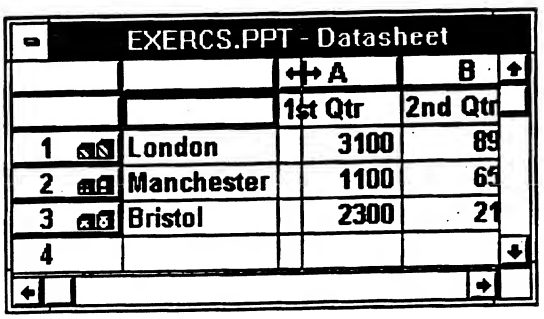
   or

   Choose **Best Fit** to adjust the width to the longest entry in the column
4. Choose **OK**

Mouse

1. Select the column(s)
2. Position the mouse on the line to the right of the column letter

The mouse pointer changes shape.



3. Click and drag right to increase or left to decrease the column width

   or

   Double-click to adjust the width to the longest entry in the column

Altering the Number Display

Number formats change the way that data is displayed, e.g. display numbers with currency symbols and decimal places. Each format listed displays a style for positive and negative values, separated by a ; symbol.

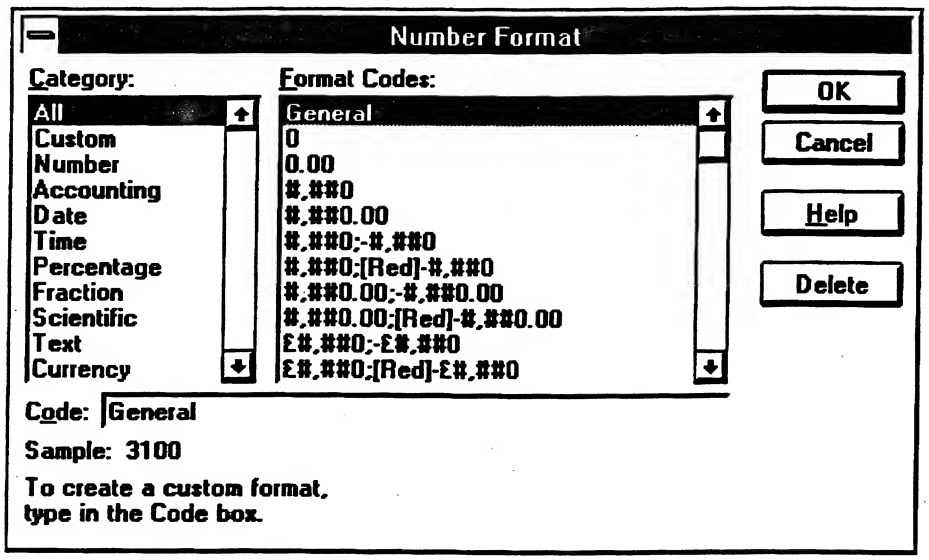
To Alter the Number Format

Menu

1. Select the required cell(s)
2. Choose **Format, Number**

   or

   Click right mouse button on selected area, choose **Number**



3. Choose the required category, e.g. Currency
4. Choose the required Format Code, e.g. £#,##o;-£#,##o
5. Choose **OK**

Changing the number format reflects in the graph immediately.

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Formatting the Chart

When formatting a chart the user can change the chart style, attach features such as a *legend*, *titles*, *arrows* and change the appearance of any part of the graph.

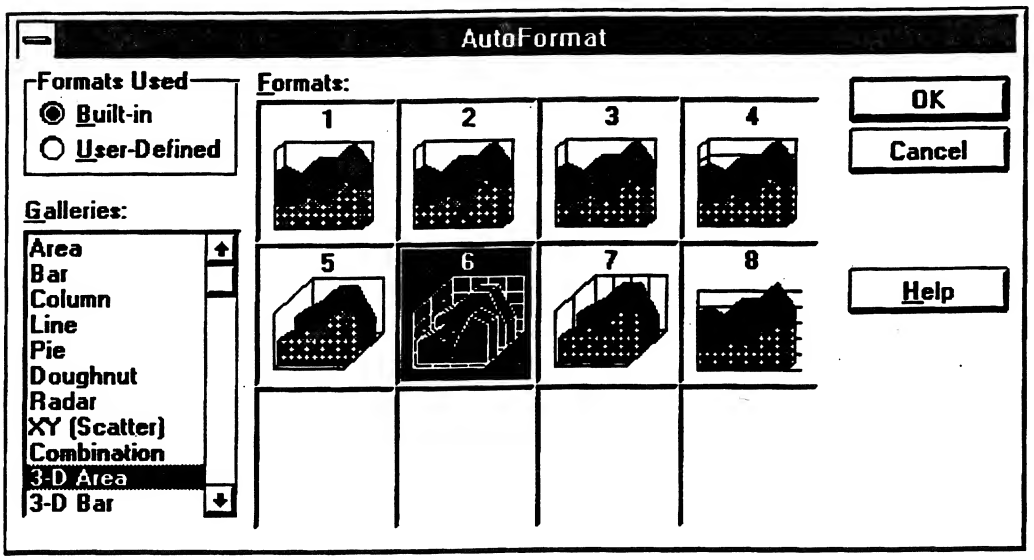
Changing the Chart Type

During the chart creating process a chart type is automatically defined as a *3-D Column Chart*. This can be changed subsequently.

To Change the Chart Type

Menu

1. Choose **Format, Autoformat**
2. Choose the required chart type, e.g. 3-D Area
3. Choose the required chart format



4. Choose **OK**

Mouse

1. Click
2. Choose the required chart type

Adding Text

Additional information can be added to the chart such as *Titles*, which are pieces of text that label specific areas on the chart. *Floating text* can also be added to a chart. As the name suggests, these pieces of text may be positioned anywhere on the chart.

To Add Titles

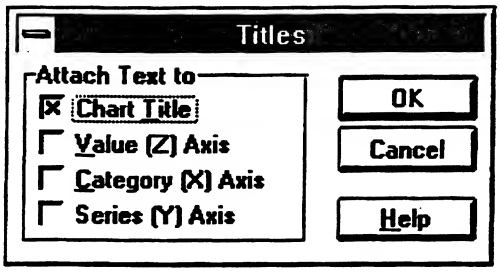
Menu

1. In the Chart view, choose **Insert, Titles**

   or

   Click right mouse button on chart area, choose **Insert Titles**

2. Choose the required title, e.g. Chart Title



3. Choose **OK**

A highlighted box appears on the chart to indicate the position of the text.

4. Type the required text

5. To view the text, click outside the text area

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To Add Floating Text

Keyboard

1. In the Chart view, type text

Before typing ensure that no other text on the chart is selected.

2. Click and drag text to required location
3. Release the mouse

To Remove Text

Menu

1. Select text
2. Click right mouse button on the selected area
3. Choose **Clear**

Keyboard

1. Select text
2. Press **[Delete]**

Adding a Legend

A *legend* is a key to the chart. The text to display as legend text is already entered on the datasheet.

To Add a Legend

Menu

1. Choose **Insert, Legend**

Mouse

1. Click

The legend can be moved to any position by selecting and dragging it.

To Remove a Legend

Mouse

1. Click

Keyboard

1. Select legend
2. Press **[Delete]**

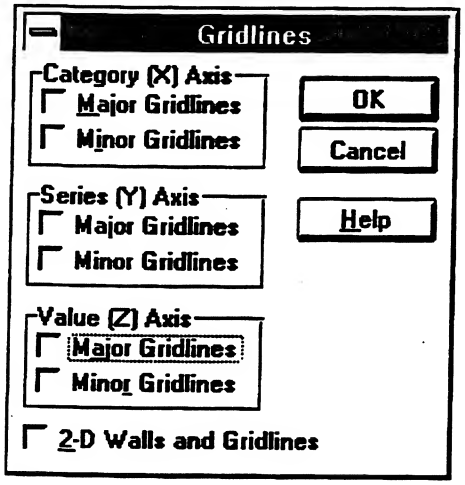
Adding Gridlines

Horizontal and vertical gridlines may be added to a chart.

To Add Gridlines

Menu

1. Choose **Insert, Gridlines**
2. Select the gridlines required



3. Choose **OK**

Mouse

1. To add horizontal gridlines, click

   or

   To add vertical gridlines, click

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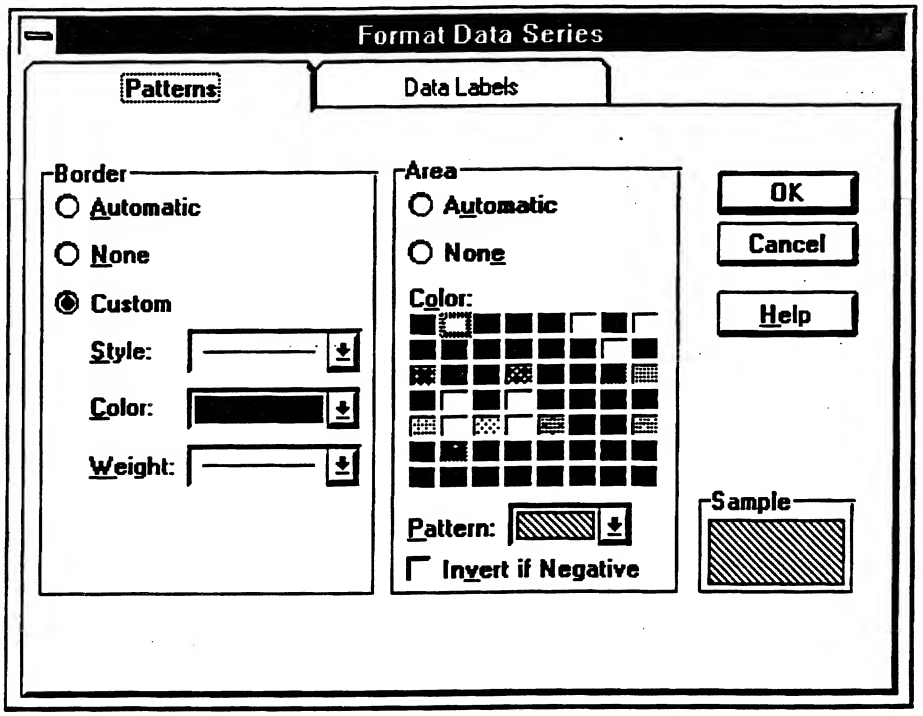
Formatting Objects

Once all the information has been added to the chart, the appearance of the chart may be customised. In order to modify an item, the item must first be selected.

To Format an Object

Menu

1. Select the object, e.g. a Data Series
2. Choose **Format, Selected 'Object'**, e.g. Selected Data Series
3. Choose the required tab, e.g. Patterns
4. Choose the formats required, e.g. an Area Colour



5. Choose **OK**

Mouse

1. Select the object, e.g. a Data Series
2. To change an object's fill colour, click
3. To change an object's fill pattern, click

Changing the 3-D View

A three dimensional graph may need to be tilted or rotated in order to display all of the information clearly.

To Change the 3-D View

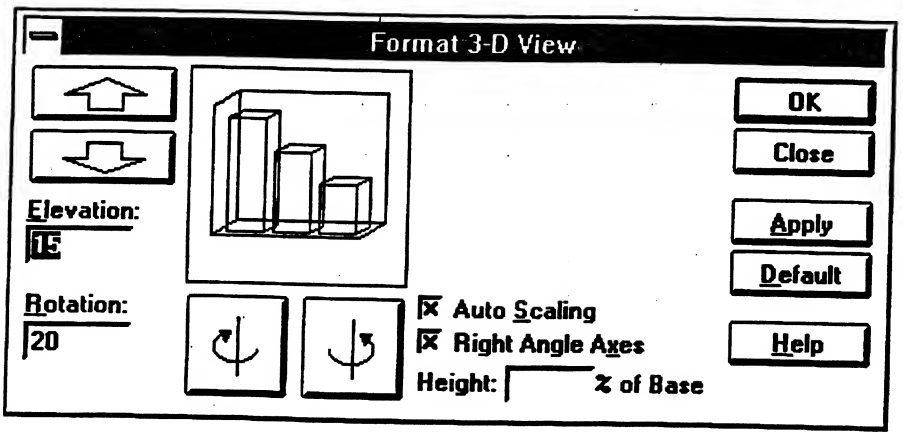
Menu

1. Choose **Format, 3-D View**

   or

   Click right mouse button on chart area, choose **3-D View**

2. Choose the required formats



3. Choose **OK**

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Importing Data from a Spreadsheet

If data exists on a spreadsheet and needs to be included in a presentation, then the data can be *imported* onto a datasheet. All calculations will be lost and the data will simply be displayed as figures.

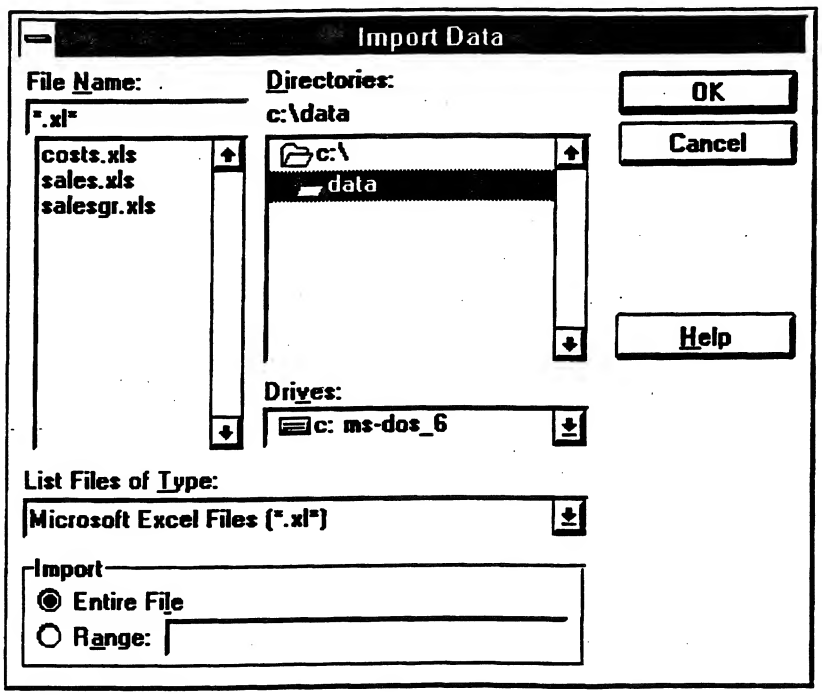
To Import Data onto a Datasheet

Mouse

1. Select all the sample data in the Datasheet view
2. Click
3. Select the directory and filename required
4. Choose to import the **Entire File**

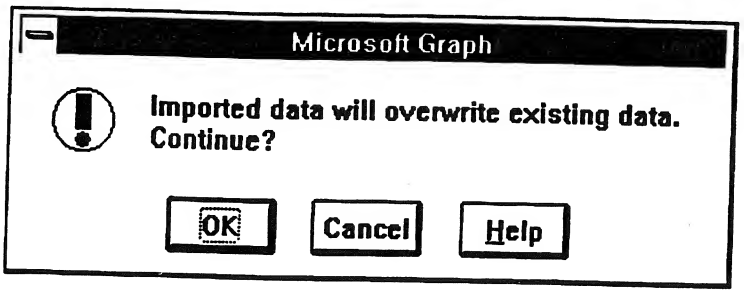
   or

   Choose to import a specific **Range**



5. Choose **OK** to replace the existing sample data in the datasheet

PowerPoint prompts the user for confirmation.



6. Choose **OK**

Note

There is no link between the original spreadsheet data and the datasheet data. The data should be treated as if it were a Microsoft Graph datasheet. The original spreadsheet and datasheet are not linked in any way.

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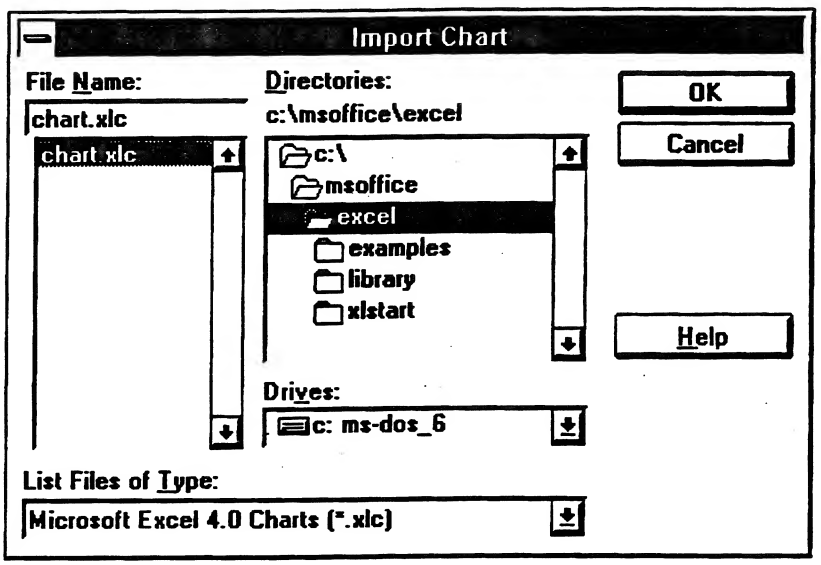
Importing Charts

If a chart has been created in another package, and needs to be included in a presentation, then the chart can be imported into PowerPoint.

To Import a Chart

Mouse

1. In the Datasheet view, click
2. Select the directory and filename required



3. Choose **OK**

PowerPoint prompts the user for confirmation.

4. Choose **OK**

Note

There is no link between the original graph and the graph in PowerPoint. The graph should be treated as if it were a Microsoft Graph.

Exiting Microsoft Graph

When the chart is completed, the user has to exit Microsoft Graph to display the chart within the presentation. The chart can then be moved to a different location on the slide and resized if required.

To Exit Microsoft Graph

Mouse

1. Click outside the chart area

To Return to Microsoft Graph

Mouse

1. Double-click anywhere on the chart

To Move a Chart Around a Slide

Mouse

1. In the Slide view, select the chart
2. Position the mouse over the chart
3. Click and drag to the new location
4. Release the mouse

To Resize a Chart

Mouse

1. In the Slide view, select the chart
2. Position the mouse over one of the selection handles

The mouse pointer changes to a double arrow.

3. Click and drag to resize chart

To keep the chart in proportion press the **[Shift]** key whilst dragging.

4. Release the mouse

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Notes

Chapter 5
File Procedures

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ File Operations

File Operations

Saving, Closing, Opening and creating *New* presentations are options available in PowerPoint 4.0. These options allow the user to store their work, clear it from the screen, re-open it at a later date and produce a new presentation.

Saving a Presentation

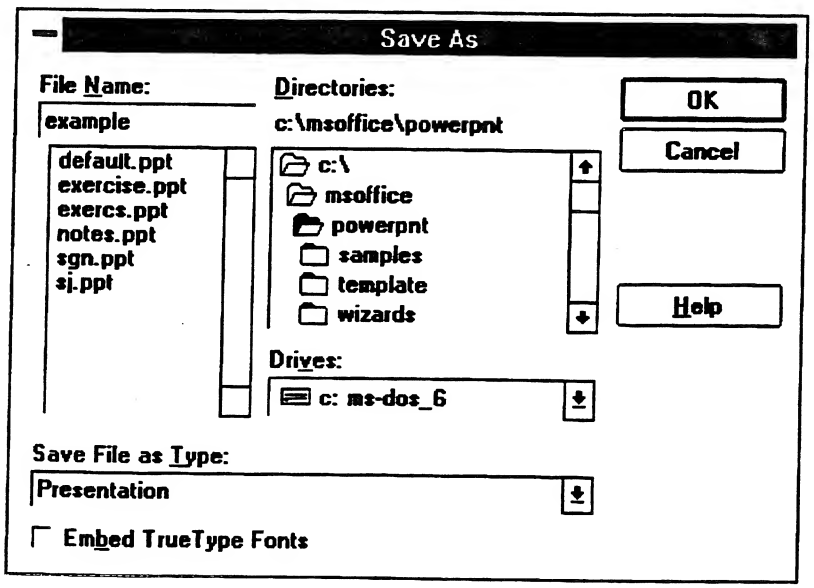
Presentations may be saved at any time. It is important to save work at regular intervals, not just at the end of the presentation. Each time a new presentation is saved a name must be given using the following rules:

A combination of letters and numbers up to a maximum of 8 characters can be used, but cannot include any of the following characters: space ( ), forward slash (/), backslash (\), greater-than sign (>), less-than sign (<), asterisk (*), question mark (?), quotation mark ("), pipe symbol (|), colon (:) or semicolon (;).

To Save a New Presentation

Menu

1. Choose **File, Save As**



2. Type in a unique filename
3. Select the drive and directory to save in
4. Choose **OK**
5. If prompted, complete the Summary Info dialogue box and choose **OK**

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Mouse

1. Click

2. Follow steps 2 to 5 as menu method

The most common areas that work is saved in are:

Save In	Description
Floppy (A:)	Stores the presentation on floppy disk allowing the presentation to be retrieved from the floppy disk on to any computer
MS-dos (C:)	Stores the presentation on the hard disk of the computer

To Resave an Existing Presentation

Menu

1. Choose **File, Save**

Mouse

1. Click

Note

When resaving a presentation, PowerPoint automatically saves the presentation using the current name with no further prompting.

Closing a Presentation

Once the user has completed the presentation, the presentation window can be closed. When closing, if the presentation has not been saved PowerPoint prompts the user to save changes.

☞ **To Close a Presentation**

Menu

1. Choose **File, Close**

Opening an Existing Presentation

A presentation that has been saved can be re-opened so that further amendments can be made. Several presentations can be opened at one time by pressing **[Ctrl]** whilst selecting the filenames.

☞ **To Open a Presentation**

Menu

1. Choose **File, Open**
2. Select the required drive and directory
3. Select the appropriate filename
4. Choose **OK**

Mouse

1. Click
2. Follow steps 2 to 4 as menu method

Note

By default, PowerPoint lists the last 4 presentations used at the bottom of the **File** menu. To open one of these presentations, simply select it from the list.

Starting a New Presentation

Every time that a new presentation is created the Create a New Presentation Using dialogue box appears. This enables the user to either; use the *AutoContent Wizard* to help determine the content and organisation of the presentation; use the *Pick a Look Wizard* to design the layout of the presentation; select a pre-defined *Template*; start with a *Blank Presentation*; or use the *Current Presentation Format*.

To Create a New Presentation

Menu

1. Choose **File, New**
2. Choose the required option from the Create a New Presentation Using dialogue box, e.g. Template
3. Choose **OK**
4. If a Wizard is selected, follow the instructions and enter any information requested

   or

   If Template is selected, choose the template required and then choose **Apply**
5. Select an AutoLayout, e.g. Table
6. Choose **OK**

Mouse

1. Click
2. Follow steps 2 to 6 as menu method

Notes

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Chapter 6
Using the Drawing Tools

C·T·E·C

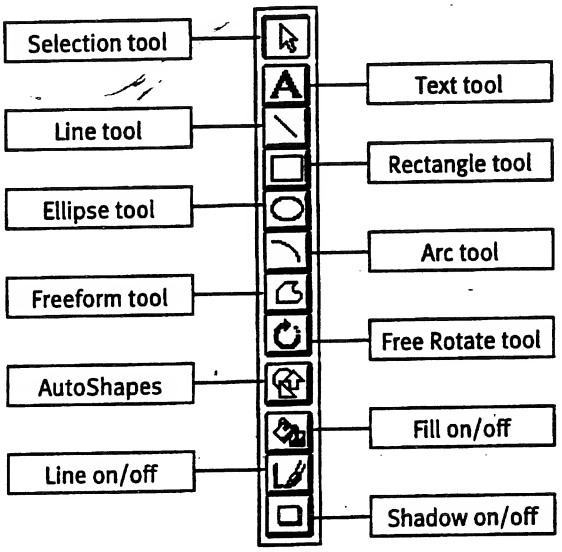
Topics

The following are covered in this chapter:

- ✓ Creating Lines and Shapes
- ✓ Selecting and Editing Objects
- ✓ Enhancing Objects
- ✓ Overlapping Objects
- ✓ Aligning Objects
- ✓ Grouping Objects
- ✓ Rotating or Flipping Objects

Creating Lines and Shapes

PowerPoint, as well as being able to produce text and charts, also has the ability to create a number of lines and shapes. The *Drawing tools* are found on the Drawing toolbar, usually visible on the left hand side of the PowerPoint screen.



There are a number of tools that can be used to create a variety of lines and shapes. When lines or shapes are drawn, default line styles, line colours, fill colours and patterns are automatically assigned.

Creating a Straight Line

To create a straight line the user has the choice of two drawing tools; either the *Line* tool or the *Freeform* tool. The difference being that the Line tool will create just one line, whereas the Freeform tool allows the user to create several straight lines joined together.

To Draw a Line Using the Line Tool

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Position the mouse on the slide where the line is to begin
3. Click and drag to draw the line
4. Release the mouse

Note

To draw horizontal, vertical or 45° lines press **[Shift]** whilst dragging. To draw a line from the centre outwards press **[Ctrl]** whilst dragging.

To Draw Lines Using the Freeform Tool

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Click on the slide where the first line is to begin
3. Position the mouse where the line is to change direction, click and release the mouse
4. Repeat step 3 to draw further lines

PowerPoint joins each successive click with a straight line.

5. Double-click to complete the drawing

Creating an Arc

The *Arc* tool is used in a similar way to the Line tool in that the user clicks and drags from the beginning of the arc to the end of the arc. Using this method only a quarter arc is produced.

To Create Arcs

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Position the mouse on the slide where the arc is to begin
3. Click and drag to draw the arc
4. Release the mouse

Note

To create a circular arc, press **[Shift]** whilst dragging. To draw an arc from the centre outwards, press **[Ctrl]** whilst dragging.

Creating a Freehand Line

The final type of line that can be created is a freehand line. Again the Freeform tool is used.

To Create a Freehand Line

Mouse

1. Click
2. Click and hold down the mouse where the line is to begin

The mouse pointer changes to a pencil.

3. Click and drag to draw the line required
4. Double-click to complete the drawing

Creating a Rectangle and Ellipse

When a *rectangle* or *ellipse* is created, the inside of the object is filled automatically with the default fill style.

To Draw Rectangles

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Position the mouse on the slide where the rectangle is to begin
3. Click and drag to draw the rectangle
4. Release the mouse

Note

To draw a square, press **[Shift]** whilst dragging. To draw a rectangle from the centre outwards, press **[Ctrl]** whilst dragging. Pressing **[Shift]** and **[Ctrl]** will allow the user to create a perfect square sizing from the centre outwards.

To Draw Ellipses and Circles

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Position the mouse on the slide where the ellipse is to begin
3. Click and drag to draw the ellipse
4. Release the mouse

Note

To draw a circle, press **[Shift]** whilst dragging. To draw an ellipse from the centre outwards, press **[Ctrl]** whilst dragging. Pressing **[Shift]** and **[Ctrl]** will allow the user to create a perfect circle sizing from the centre outwards.

Creating an Irregular Polygon

An *irregular polygon* is a solid shape which has sides of varying lengths and angles. To create an irregular polygon the Freeform tool is used.

To Draw an Irregular Polygon

Mouse

1. Click

The mouse pointer changes to a crosshair.

2. Click on the slide where the first line is to begin, release the mouse
3. Position the mouse where the line is to change direction, click and release the mouse
4. Repeat step 3 to draw further lines
5. Click the end of the last line at the start of the first line

The lines automatically join to become one object, and the default colour is assigned.

Creating a Shape

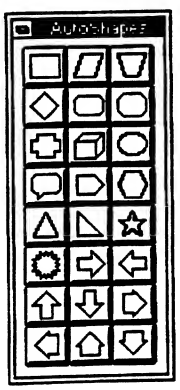
PowerPoint comes with a library of 24 pre-created shapes that can be quickly accessed using the *AutoShapes* tool.

To Create a Shape

Mouse

1. Click

The AutoShapes library displays.



© CTEC

2. Choose the required shape
3. Position the mouse on the slide where the object is to begin

The mouse pointer changes to a crosshair.

4. Click and drag to draw the object
5. Release the mouse

Note

To create a perfect shape, press **[Shift]** whilst dragging. To draw the object from the centre outwards, press **[Ctrl]** whilst dragging.

To hide the AutoShapes toolbar click again.

Re-using a Drawing Tool

Any drawing tool can be repeatedly used without having to reselect it.

To Re-use a Drawing Tool

Mouse

1. Double-click the drawing tool required

The tool is now locked.

2. Draw the object as many times as required
3. To unlock the drawing tool, click

Selecting and Editing Objects

Once objects have been created, they can be resized, moved, copied or deleted, and their appearance can also be changed.

Selecting Objects

Before an object can be edited, it must first be selected.

To Select an Object

Mouse

1. Click
2. Click on the object to select

Selection handles display around the object.

To Select a Group of Objects

Mouse

1. Click
2. Click on the first object
3. Press **[Shift]** whilst clicking on the other objects required

To Select All Objects on a Slide

Menu

1. Choose **Edit, Select All**

Keyboard

1. Press **[Ctrl]+[A]**

Sizing, Moving and Copying Objects

Objects can be resized, moved and copied to other locations.

To Resize an Object

Mouse

1. Select the object
2. Position the mouse over one of the selection handles

The mouse pointer changes to a double arrow.

3. Click and drag to resize the object
4. Release the mouse

Note

Press **[Shift]** whilst dragging to keep the object in proportion. Press **[Ctrl]** whilst dragging to size the object from the centre outwards.

To Move Objects Around a Slide

Mouse

1. Select the object(s)
2. Position the mouse over the object
3. Click and drag to new location
4. Release the mouse

To Move Objects from One Slide to Another

Menu

1. Select the object(s)
2. Choose **Edit, Cut**
3. Move to the new location, e.g. slide 2
4. Choose **Edit, Paste**

Mouse

1. Select the object(s)
2. Click
3. Move to the new location, e.g. slide 2
4. Click

To Copy an Object on a Slide

Menu

1. Select the object(s)
2. Choose **Edit, Duplicate**

A copy of the object is displayed offset from the original object. The user can drag the duplication to a new location if required.

3. Choose **Edit, Duplicate Again** if more copies are required

Mouse

1. Select the object(s)
2. Position the mouse over the object
3. Press **[Ctrl]**, click and drag the copied object to new location
4. Release the mouse

To Copy Objects from One Slide to Another

Menu

1. Select the object(s)
2. Choose **Edit, Copy**
3. Move to the new location, e.g. slide 2
4. Choose **Edit, Paste**

Mouse

1. Select the object(s)
2. Click
3. Move to the new location, e.g. slide 2
4. Click

Deleting Objects

A single object or a group of objects can be deleted from a slide.

To Delete Objects

Menu

1. Select the object(s)
2. Choose **Edit, Clear**

Keyboard

1. Select the object(s)
2. Press **[Delete]**

Adjusting an Object's Shape

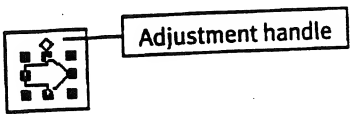
Many autoshapes can be altered or changed to a different shape, e.g. a rounded rectangle adjusted to be more rounded or less rounded, a cross shape's arms made thicker or thinner. To change the shape of an autoshape, a diamond-shaped handle known as an *adjustment handle* has to display on the object.

To Adjust a Shape

Mouse

1. Select the object, e.g. an arrow

An adjustment handle displays on the object.



2. Position the mouse over the adjustment handle
3. Click and drag to adjust the shape
4. Release the mouse

Adjusting an Arc or Freeform Object

Users can change the length of arcs or adjust the shape of freeform objects. When adjusting the shape, *control handles* (the coloured squares that appear at each vertex of the object) must be displayed.

To Adjust the Arc or Freeform Shape

Mouse

1. Double-click on the object

Control handles appear on the object.

2. Click and drag the relevant control handle to change the shape
3. Release the mouse
4. Repeat steps 2 and 3 for each control handle to be adjusted
5. To view the object, click

Converting a Shape to Another AutoShape

Shapes can be converted to other shapes using the AutoShape library, e.g. a rectangle can be converted to a rounded rectangle.

To Change an Object's Shape

Menu

1. Select the object
2. Choose **Draw, Change AutoShape**
3. Choose the shape required

Note

It is not possible to use this method for shapes that have been created using the Freeform tool.

Typing Text into an Object

Text can be added to objects.

To Type Text into an Object

Mouse

1. Select the object
2. Type text
3. To view the text, click outside the object

Note

If the text does not fit neatly inside the object, the object does not adjust itself to fit the text.

To Adjust the Object Size to Fit Text

Menu

1. Select the object
2. Choose **Format, Text Anchor**
3. Choose **Adjust Object Size to Fit Text**
4. Choose **Word-wrap Text in Object** if the text should wrap inside the object
5. Choose **OK**

Enhancing Objects

A number of object attributes can be changed, e.g. line, fill and shadow.

Line Attributes

The colour and style of a line can be altered. Additionally, arrowheads can be added to a line.

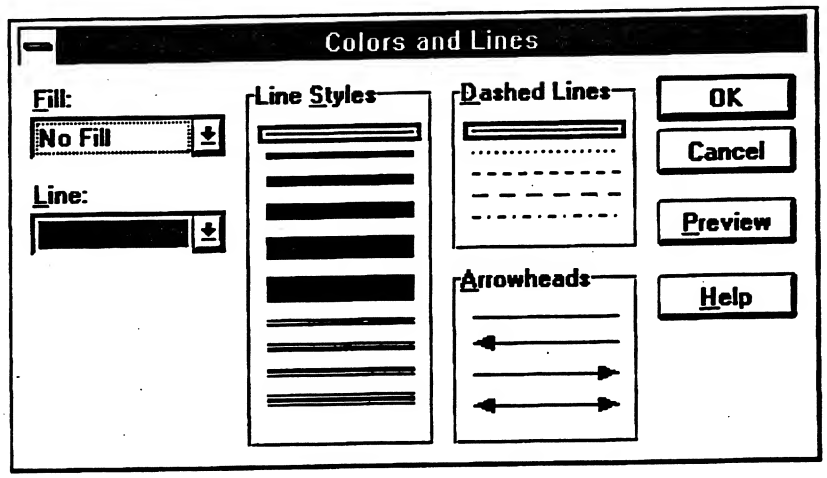
To Edit an Object's Line Attributes

Menu

1. Select the object
2. Choose **Format, Colors and Lines**

   or

   Click right mouse button, choose **Colors and Lines**



3. Choose the required line attributes
4. Choose **Preview**
5. Repeat steps 3 and 4 until correct attributes display
6. Choose **OK**

Fill Styles

There are various *fill styles* available such as solid colour, shaded and pattern fills.

Fill Style	Description
No Fill	Removes object's fill
Background	Fills object with the background colour
Shaded	Allows user to select a graduated fill
Pattern	Allows user to select a pattern fill
Other Color	Allows user to select a different solid fill colour

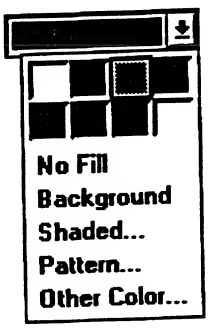
To Edit an Object's Fill

Menu

1. Select the object
2. Choose **Format, Colors and Lines**

   or

   Click right mouse button, choose **Colors and Lines**
3. Choose **Fill**



4. Select required fill style
5. Choose **Preview**
6. Repeat steps 3 to 5 until the correct fill displays
7. Choose **OK**

Adding a Shadowed Effect to an Object

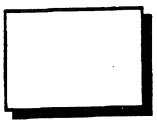
A *shadow* effect can be added to an object.

To Add a Shadow to an Object

Mouse

1. Select the object
2. Click

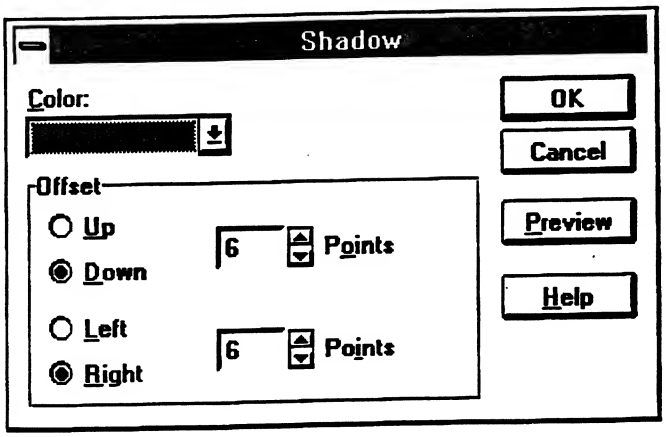
By default, a thin shadow will appear across the bottom and to the right of the object.



To Format the Shadow Effect

Menu

1. Select the object with the shadow effect
2. Choose **Format, Shadow**



3. Choose **Color**, select required colour
4. Choose the offset required, e.g. Down 12 Points and Left 10 Points
5. Choose **Preview**
6. Repeat steps 3 to 5 until correct effect displays
7. Choose **OK**

Applying the Style of an Object to Another Object

The attributes of an object can be *picked up* or copied, and applied to another object, which can save a lot of time.

To Pick Up and Apply the Style of an Object

Menu

1. Select the object with the attributes to be copied
2. Choose **Format, Pick Up Object Style**

   or

   Click right mouse button, choose **Pick Up Object Style**
3. Select the object to be changed
4. Choose **Format, Apply Object Style**

   or

   Click right mouse button, choose **Apply Object Style**

Mouse

1. Select the object with the attributes to be copied
2. Click
3. Click on object to be changed

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Overlapping Objects

When objects are placed over each other, it is occasionally necessary to change the order in which they appear on the slide. Users can move objects to the front or back of a stack of objects using the *Bring to Front* and *Send to Back* functions, or move an object up or down a layer at a time using the *Bring Forward* and *Send Backward* commands.

☞ To Bring an Object to the Front/Send an Object to the Back

Menu

1. Select the object
2. Choose **Draw, Bring to Front**

   or

   Choose **Draw, Send to Back**

☞ To Bring Forward/Send Backward an Object

Menu

1. Select the object
2. Choose **Draw, Bring Forward**

   or

   Choose **Draw, Send Backward**

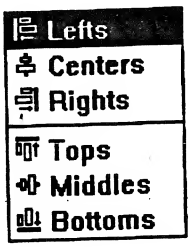
Aligning Objects

PowerPoint allows the user to set the position of objects by lining up their edges or centres.

To Align Objects

Menu

1. Select the objects to be aligned
2. Choose **Draw, Align**



3. Choose the alignment required

Alignment	Description
Lefts	Aligns the objects with the left-hand edge of the left-most object
Centres	Aligns the objects centrally between the left-hand edge of the left-most object and the right-hand edge of the right-most object
Rights	Aligns the objects with the right-hand edge of the right-most object
Tops	Aligns the objects with the top edge of the top-most object
Middles	Aligns the objects centrally between the top edge of the top-most object and the bottom edge of the bottom object
Bottoms	Aligns the objects with the bottom edge of the bottom object

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Grouping Objects

Several individual objects can be combined or *grouped* so that they are treated as a single object. Should one object within the grouped object need to be edited, the grouped object has to be *ungrouped*. Once all the necessary changes have been made to the object it can then be returned to a group using the *regroup* function.

☞ To Group a Set of Objects

Menu

1. Select the objects to be grouped
2. Choose **Draw, Group**

   or

   Click right mouse button, choose **Group**

☞ To Ungroup Objects

Menu

1. Select the grouped object
2. Choose **Draw, Ungroup**

   or

   Click right mouse button, choose **Ungroup**

Each of the items contained in the group will appear with selection handles around the edges.

☞ To Regroup Objects

Menu

1. Choose **Draw, Regroup**

   or

   Click right mouse button, choose **Regroup**

It is not necessary to re-select all the objects contained in the group. It is only necessary to select one object if there are more than two groups on the screen.

Rotating or Flipping Objects

Objects can be rotated to the right of left by 90 degrees or by any degree using the *Free Rotate* option, and can also be flipped horizontally or vertically. Text can be rotated just like any other object. One object, a selected set of objects or a group of objects can be flipped or rotated.

To Flip an Object Horizontally or Vertically

Menu

1. Select the object(s)
2. Choose **Draw, Rotate/Flip**
3. Choose required flip option, e.g. Flip Vertical

To Rotate an Object to the Right or Left 90 Degrees

Menu

1. Select the object(s)
2. Choose **Draw, Rotate/Flip**
3. Choose required rotate option, e.g. Rotate Right

To Free Rotate an Object

Menu

1. Select the object(s)
2. Choose **Draw, Rotate/Flip**
3. Choose **Free Rotate**

The mouse pointer changes to a rotate symbol.

4. Position the mouse on one of the object's selection handles
5. Click and drag in a circular fashion to rotate the object
6. Release the mouse

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Mouse

1. Select the object(s)
2. Click
3. Follow steps 4 to 6 as menu method
4. Click to stop rotating

Note

A chart cannot be rotated or flipped unless first ungrouped to become a drawing. When a chart is changed to a drawing, the chart data can no longer be edited.

Notes

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Chapter 7
Working with Clip Art

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ Inserting Clip Art Pictures
- ✓ Recolouring Pictures
- ✓ Cropping Pictures

Inserting Clip Art Pictures

PowerPoint 4.0 includes a large collection of pictures that have already been created. These pictures are known as *Clip Art* and can be brought into presentations as required. Once the picture is brought in to a presentation the picture can be sized, moved and copied in the same way as any other object.

Clip Art pictures are arranged in topic categories to enable the user to quickly find the required picture.

Note

When the Clip Art Gallery is opened for the first time, a message box appears asking if you wish to add Clip Art from PowerPoint.

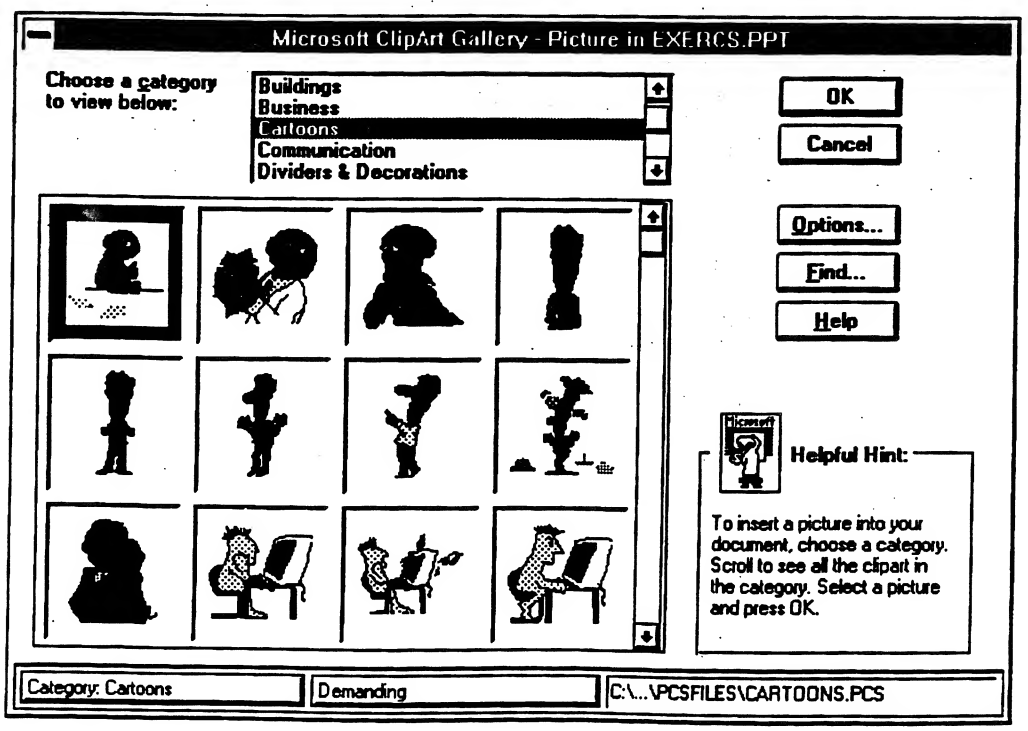
Once PowerPoint Clip Art is added, this message box does not appear.

To Insert a Clip Art Picture

Menu

1. Choose **Insert, Clip Art**

The different categories and pictures contained within each of the categories are displayed.



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2. Choose the Category required
3. Choose the Clip Art image required
4. Choose **OK**

The picture is inserted into the centre of the current slide, with selection handles displayed around the edges.

Mouse

1. Click
2. Follow steps 2 to 4 as menu method

Recolouring Pictures

The colour scheme used for individual images in Clip Art can be changed if the default colours do not show up well with the slide background used.

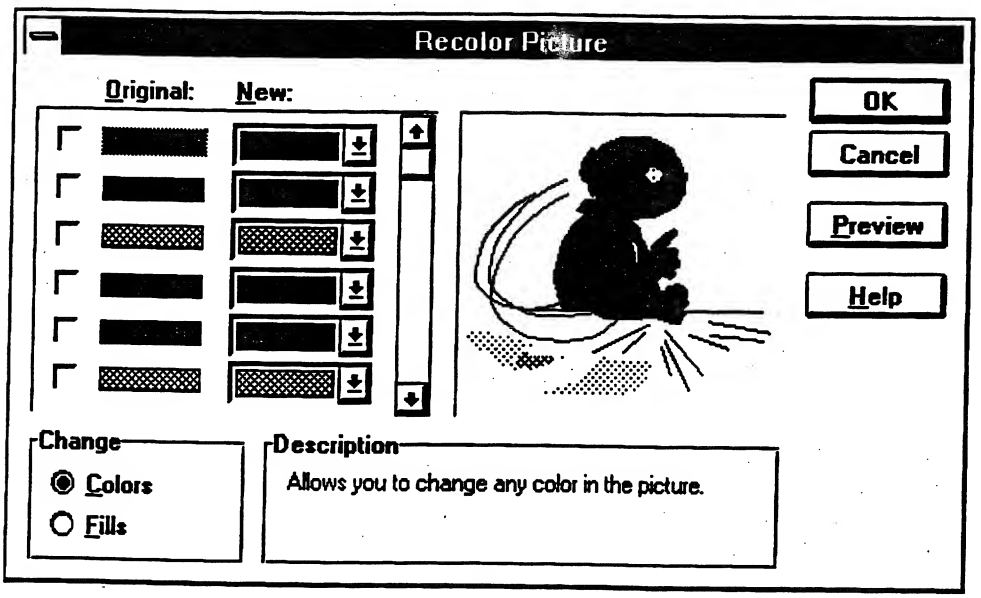
To Recolour a Picture

Menu

1. Select the picture
2. Choose **Tools, Recolor**

   or

   Click right mouse button on selected picture, choose **Recolor**



3. Choose the **Original** colour to change
4. Choose the **New** colour
5. Choose **Preview** to assign the new colours to the image
6. Repeat steps 3 to 6 until the correct colours display
7. On completion, choose **OK**

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Cropping Pictures

Cropping allows the user to *hide* part of the picture.

To Crop a Picture

Menu

1. Select the picture
2. Choose **Tools, Crop Picture**

   or

   Click right mouse button on selected picture, choose **Crop Picture**

The cropping tool now replaces the mouse pointer.

3. Position the mouse over one of the selection handles
4. Click and drag to crop the picture
5. Release the mouse

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Notes

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Chapter 8
PowerPoint Views

C·T·E·C

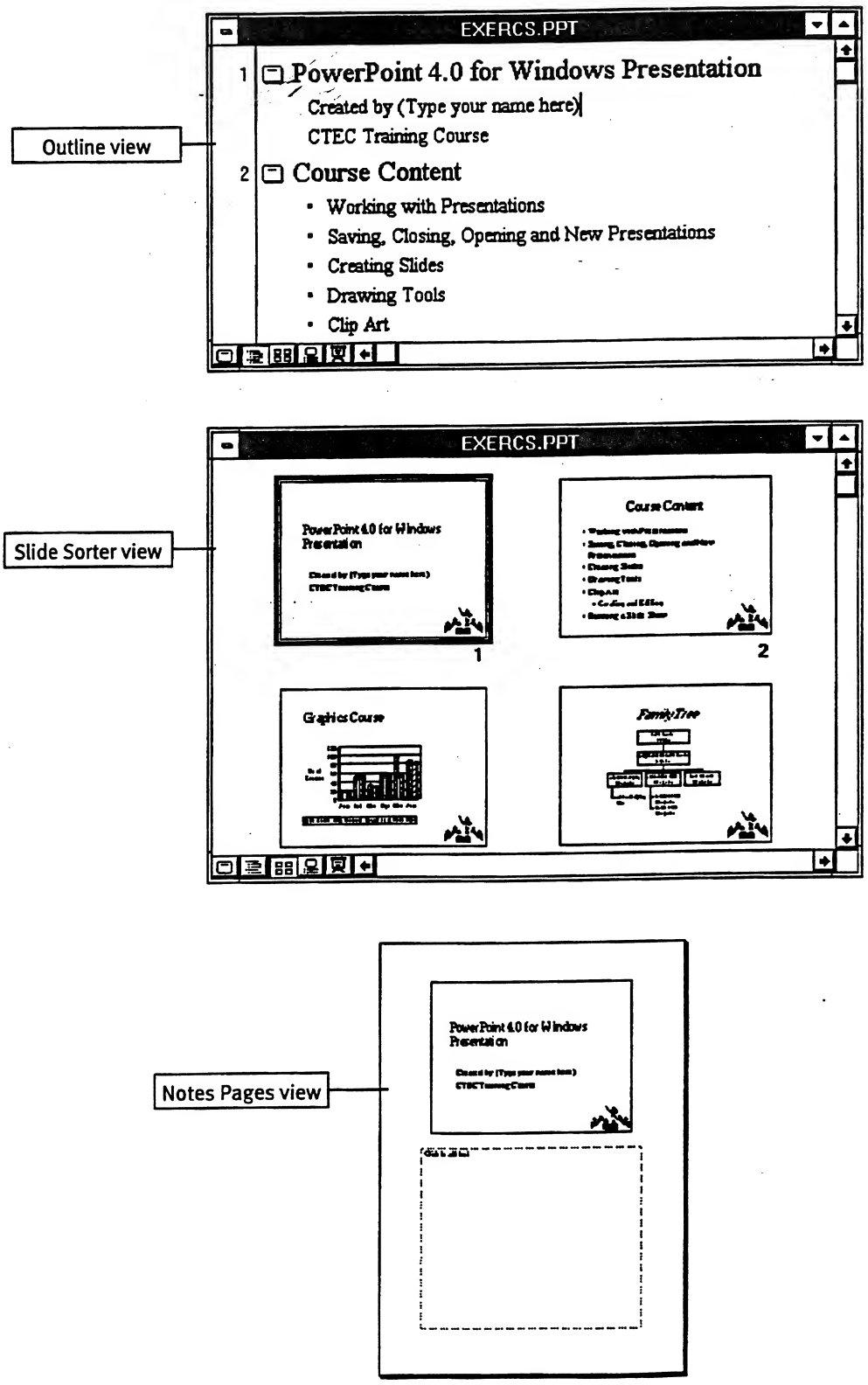
Topics

The following are covered in this chapter:

- ✓ Working with PowerPoint Views
- ✓ Outline View
- ✓ Slide Sorter View
- ✓ Notes Pages View
- ✓ Zoom

Working with PowerPoint Views

The view that PowerPoint 4.0 uses by default is a single slide view known as the *Slide view*. There are, however, several other views that the user can have of the presentation: *Outline view*, *Slide Sorter view* and *Notes Pages view*.



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Outline View

When in the Outline view, the overall plan of the presentation is displayed. This view is excellent for re-arranging and organising the order of the presentation and allows the user to create title slides and bulleted lists. Only slide titles and bulleted lists appear in this view, graphics or colours do not display.

To Display the Outline View

Menu

1. Choose **View, Outline**

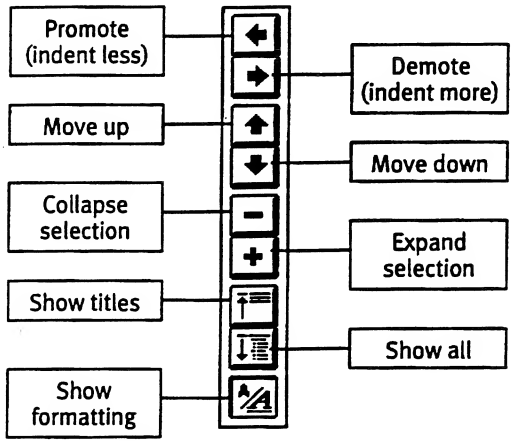
Mouse

1. Click

Note

Each slide title appears next to a slide number and slide icon, which indicates if there are graphics on the slide. Bulleted text appears below the title and is indented up to five levels.

The *Outline toolbar*, containing several new buttons, replaces the Drawing toolbar.



To Return to Slide View

Mouse

1. Double-click on the slide icon of the slide to view

or

Click

View Titles and Bulleted Lists

The user can switch between viewing just the titles and viewing all the text.

To Display Titles Only

Mouse

1. Click

To Display Titles and Bulleted Lists

Mouse

1. Click

Arranging Slides

Slides can be moved within the presentation in the Outline view.

To Move a Slide Up or Down the Outline

Mouse

1. Click on the slide icon to select the entire slide
2. To move up, click

   or

   To move down, click

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Expanding and Collapsing Individual Slides

The *Collapse* and *Expand* buttons are used to hide or display all the outline points, except the slide title, for a particular slide.

To Collapse a Slide

Mouse

1. Position the mouse on the slide to collapse
2. Click

To Expand a Slide

Mouse

1. Position the mouse on the slide to expand
2. Click

Formats

If a large number of different formats are used on text, PowerPoint may take some time to update the outline screen. Users can switch off any formatting, allowing the screen to update quickly.

To Switch Formats On and Off

Mouse

1. Click

Note

The formats are only switched off in the Outline view.

Adding Title Slides and Bulleted Lists

New title slides and bulleted lists can be created in the Outline view.

To Add a Title Slide

Keyboard

1. Press **[Return]** at the end of a title slide

A new title slide and title area is inserted.

2. Type title text required

To Add a Bulleted List Slide

Keyboard

1. Press **[Return]** at the end of a title slide

A new title slide and title area is inserted.

2. Type title text required

3. Press **[Return]**

Another title slide and title area is inserted.

4. Click

The slide and title area changes to a bulleted paragraph.

5. Type first bullet point

6. Press **[Return]**

7. Repeat steps 5 and 6 to complete the bulleted list

To move a bulleted paragraph to the right, click

To move a bulleted paragraph to the left, click

Note

When inserting a new slide, if **[Return]** is pressed at the end of a bulleted paragraph, a new bullet is inserted not a title slide. To revert to a title slide, click as required.

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Slide Sorter View

This view gives an overview of the presentation by displaying miniatures of the slides on screen. In this view the slides can be re-arranged and deleted easily.

To Display the Slide Sorter View

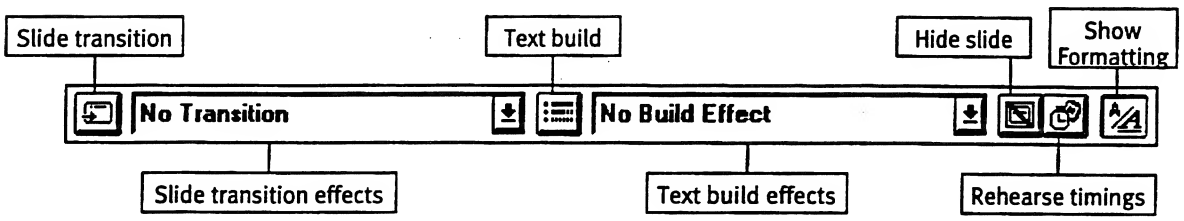
Menu

1. Choose **View, Slide Sorter**

Mouse

1. Click

The *Slide Sorter toolbar* now displays.



To Select a Single Slide

Mouse

1. Click on the relevant slide

A dark border displays around the edge of the slide.

To Select Several Slides

Mouse

1. Click on the first slide to be selected
2. Press **[Shift]** whilst clicking on the other slides

To Move a Slide

Mouse

1. Click and drag the slide to the new position
2. Release the mouse

To Delete a Slide

Keyboard

1. Select the slide(s)
2. Press **[Delete]**

To Hide a Slide

Mouse

1. Select the slide(s)
2. Click

A line displays across the slide number.

Repeat the process to redisplay the slide.

Note

The slide is only hidden from view when a slide show is displayed.

To Switch Formats Off

Mouse

1. Click

Repeat the process to redisplay formats.

Note

The Undo feature can still be used in the Slide Sorter view.

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To Return to Slide View

Mouse

1. Double-click on the slide to view

   or

   Click

Notes Pages View

Notes Pages (often referred to as *Speaker Notes*) enable the user to produce a printout of the slide with a text area underneath containing either notes for the lecturer or more detailed information about the slide for use in audience handouts.

To View Notes Pages

Mouse

1. Click

A thumbnail sketch of the slide displays but cannot be edited and a text area appears underneath to which text can be added.

2. Click in the notes area

The insertion point displays.

3. Type text

Note

Use the *Zoom* facility to display the notes area more clearly (discussed in next section).

To Return to Slide View

Mouse

1. Double-click on the slide area

   or

   Click

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Zoom

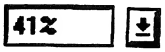
From time to time it is useful to zoom into a certain area of a slide.

To Zoom into an Area of a Slide

Menu

1. Select the object to zoom into
2. Choose **View, Zoom**
3. Choose the magnification required, e.g. 200%
4. Choose **OK**

Mouse

1. Select the object to zoom into
2. Click 

3. Choose the magnification required, e.g. 150%

Notes

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Chapter 9
Setting Up a Presentation

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ Slide Setup
- ✓ Printing

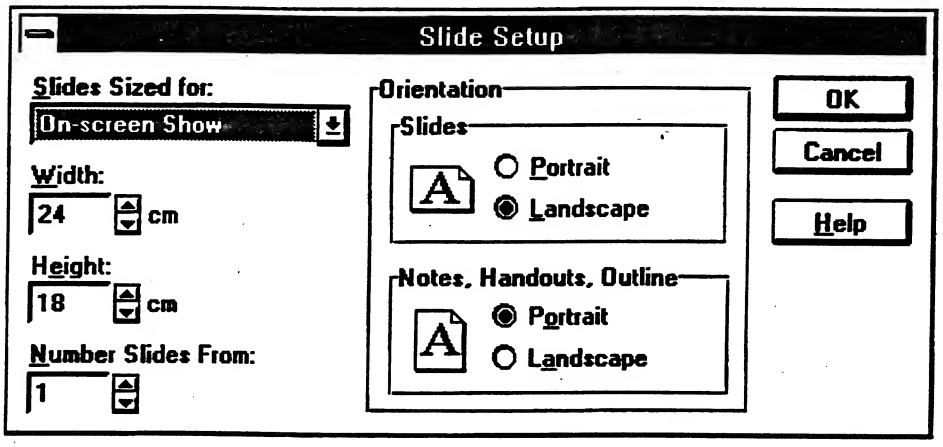
Slide Setup

Before adding anything to the first slide of a new presentation, always check the *slide setup* options to ensure that the correct slide format is selected. Although settings may be changed later, they can affect the appearance of existing slides.

To Change the Slide Setup

Menu

1. Choose **File, Slide Setup**



2. Choose the **Slides Sized for** box, choose the size required, e.g. A4 Paper
3. Choose the **Slide Orientation** required, e.g. Landscape

All slides in a presentation need to be in the same orientation.

4. Choose the **Notes, Handouts & Outline Orientation** required

Notes, handouts and outlines can be printed in portrait orientation, even if landscape orientation is selected for slides.

5. Type a number in the **Number Slides from** box, to number slides starting with a number other than 1
6. Choose **OK**

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Printing

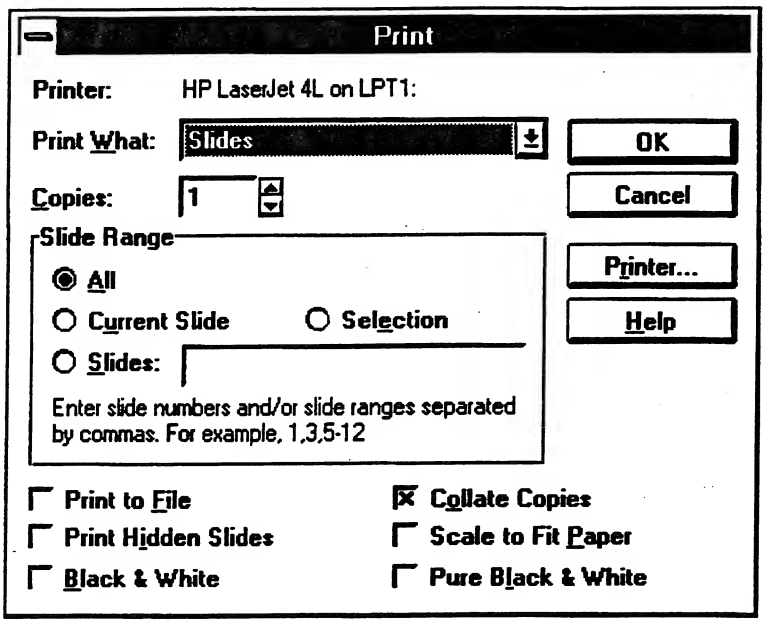
A presentation can be printed as *slides* (one slide per page), as *handouts* (up to six slides per page), as *notes* (a page showing a miniature of a slide with important presentation remarks added) or as *outline* pages (prints the outline as it appears in the outline view, e.g. displaying only slide titles, displaying all levels, displaying with or without formatting).

Not all slides in a presentation have to be printed, users can print just the current slide or specify individual slides, e.g. 1,2,5-11,15.

To Print a Presentation

Menu

1. Choose **File, Print**



2. If the printer name is incorrect, click the **Printer** button, select the required printer and choose **OK**
3. Choose what to print from

4. Choose the number of copies required
5. Choose the slide range to print, e.g. All Slides
6. Choose **OK**

Note

When printing a colour presentation on a black and white printer, to optimise the slides select Black and White from the Print dialogue box.

To make slide images fill the page when printed, select Scale to Fit Paper from the Print dialogue box. This option applies to slides that are larger or smaller than the paper they are to be printer on.

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Notes

Chapter 10
Slide Show

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ Displaying a Slide Show
- ✓ Enhancing a Slide Show
- ✓ Adding Timings to Slides

Displaying a Slide Show

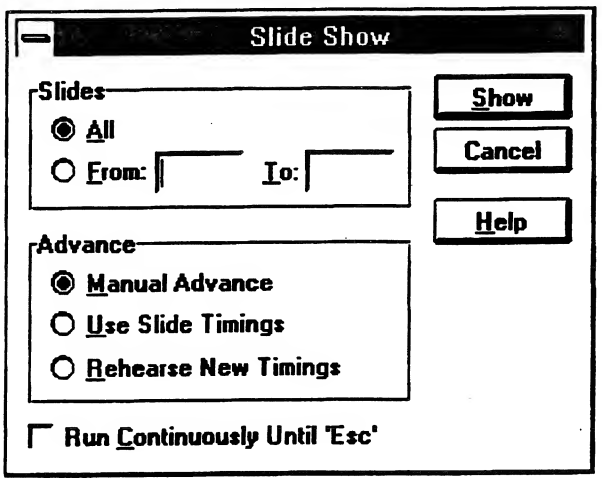
Once all the slides have been created, edited and sorted into order, a *Slide Show* can be generated.

On playing a slide show, slides can be advanced from slide to slide using a variety of visual effects. These features are called *Transitions*. Transitions are applied to individual slides or a group of selected slides. Slides can also have a timed display or manual display feature, which allows them to be displayed for a set time or advanced manually.

To Create a Slide Show

Menu

1. Choose **View, Slide Show**



2. Choose which slides to include in the show, e.g. All
3. Choose the Advance required, e.g. Manual Advance to have slides advance when the mouse is clicked
4. Choose **Show**

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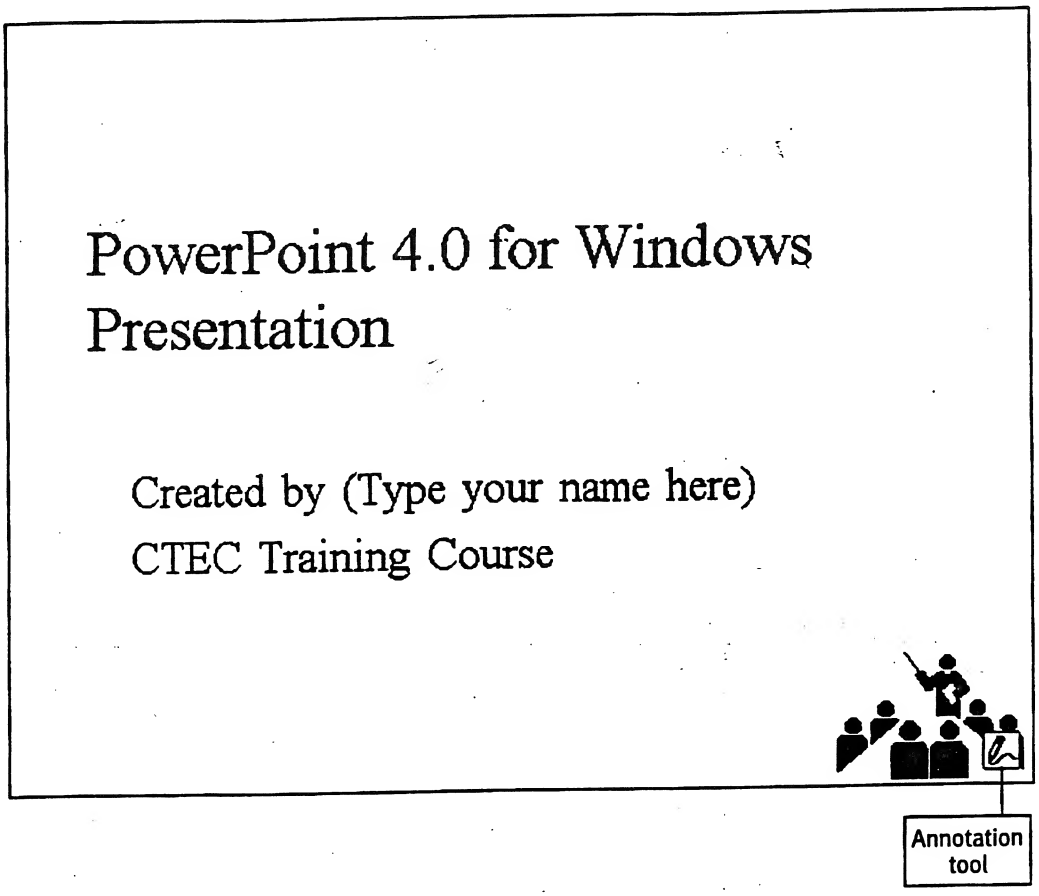
Mouse

1. Click



Note

Using this method, the slide show starts from the current slide, not from the beginning of the presentation.

Quick Keys

There are a variety of quick keys which allow the user to manipulate the screen display and move from slide to slide.

To Use the Quick Keys

Mouse

To	Action
Advance to the next slide	Click the left mouse button
Return to the first slide	Hold both mouse buttons down for 2 seconds

Keyboard

To	Action
Go to next slide	Press **[N]** or **[Spacebar]**
Go to previous slide	Press **[P]** or **[Backspace]**
Go to a slide	Type the slide number and press **[Return]**
Black/unblack the screen	Press **[B]** or **[.]**
White/unwhite the screen	Press **[W]** or **[,]**
Show/hide the arrow pointer	Press **[A]**
Stop/restart automatic show	Press **[S]**
End slide show	Press **[Esc]**
Erase annotation from screen	Press **[E]**
Go to next slide, if slide is hidden	Press **[H]**
Rehearse with new timings	Press **[T]**
Rehearse with original timings	Press **[O]**
Rehearse with mouse click advance	Press **[M]**

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Drawing in a Slide Show

It is possible to draw temporarily while running a slide show.

To Draw in the Slide Show

Mouse

1. To turn annotation on, click

The mouse pointer changes to a pencil.

2. Click and drag the pencil to draw on the slide

3. On completion, click

Note

Annotations drawn in the slide show cannot be erased individually. Annotations are erased automatically as soon as the next slide appears, or the user can press **[E]** to erase all annotations from the current slide.

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Enhancing a Slide Show

To enhance the running of a slide show, special effects can be added to change the way that a slide is drawn.

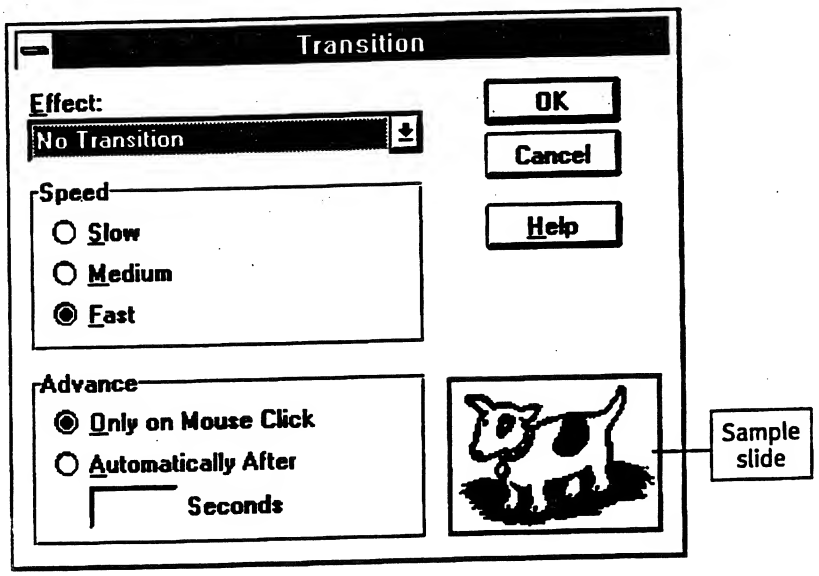
Adding Transitions

Transitions are the special effects viewed when changing from one slide to another, e.g. dissolving one slide into the next.

To Apply a Transition to a Slide

Menu

1. In the Slide Sorter view, select the slide(s) required
2. Choose **Tools, Transition**



3. Choose the effect required

The transition effect displays in the sample slide.

4. Choose the speed required for the transition effect

The transition effect and the speed displays in the sample slide.

5. Choose **Only on mouse click** as the method by which the slide appears

   or

   Choose **Automatically after**, type the time the slide should display before advancing to the next slide automatically

6. Choose **OK**

Note

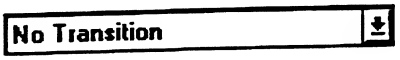
Each slide that has a transition effect now displays with a symbol underneath, this symbol reminds the user that transition effects have been applied to these slides.

Mouse

1. In the Slide Sorter view, select the slide(s) required
2. Click
3. Follow steps 3 to 6 as menu method

To Apply a Transition Effect Only

Mouse

1. In the Slide Sorter view, select the slide(s) required
2. Click 

3. Choose the effect required

The transition effect displays in the Slide Sorter view briefly.

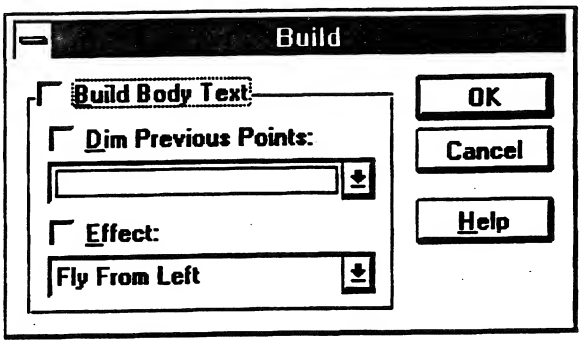
Creating Build Slides

A *Build slide* or *progressive disclosure slide* shows the major bullet points one at a time. The user can determine the way in which points are displayed, e.g. flying in from the left, and if previous points should be dimmed when new points appear.

To Add Build to a Slide

Menu

1. In the Slide Sorter view, select the slide(s) required
2. Choose **Tools, Build**



3. Choose **Build Body Text** to display the major bullet points individually, with no special effects
4. Choose **Dim Previous Point** and choose the colour required
5. Choose **Effect** and choose the effect required, e.g. flying from left
6. Choose **OK**

Note

Each slide that has a build effect now displays with a symbol underneath, this symbol reminds the user that build effects have been applied to these slides.

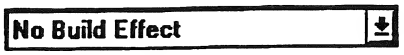
Mouse

1. In the Slide Sorter view, select the slide(s) required
2. Click
3. Follow steps 3 to 6 as menu method

© CTEC

To Apply a Build Effect Only

Mouse

1. In the Slide Sorter view, select the slide(s) required
2. Click 

3. Choose the effect required

Adding Timings to Slides

Users can set separate timings for each slide in a slide show, e.g. the title slide appears for 20 seconds, the second slide for 3 minutes, the third for 25 seconds.

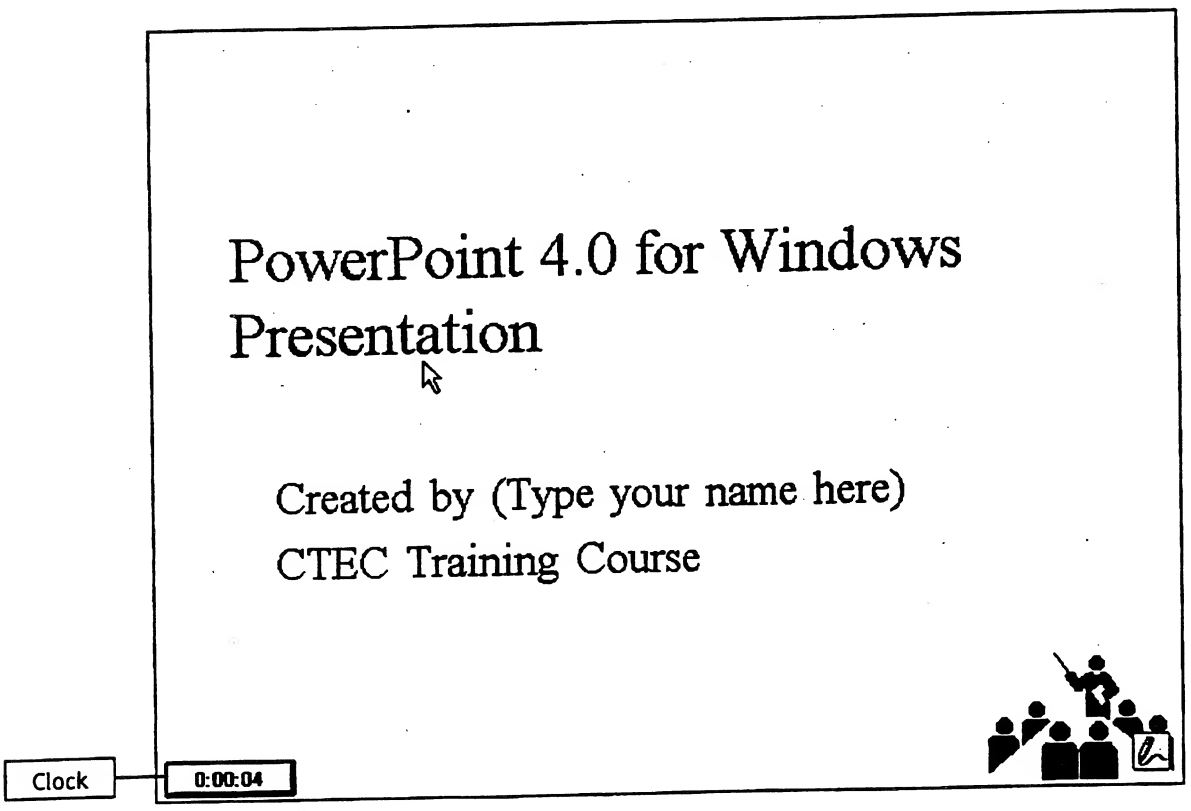
There are two ways to set slide timings: *manually* by setting an automatic advance time in the Transition dialogue box, and by using the *rehearsal* feature. If the rehearsal feature is chosen, the user watches the slide show and clicks when the next slide should advance. PowerPoint records the length of time each slide displays.

☞ **To Rehearse Timings for a Slide Show**

Mouse

1. In the Slide Sorter view, click

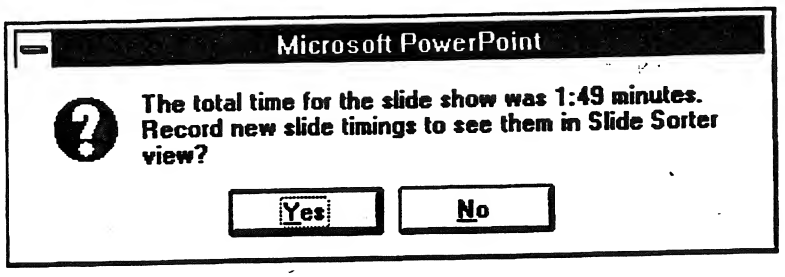
The slide show begins and a clock displays in the bottom left corner, indicating how long the slide has appeared on the screen.



2. To advance to the next slide, click the left mouse button

3. Repeat step 2 for each slide

When the slide show has finished, PowerPoint prompts the user to keep the slide show timings.


Microsoft PowerPoint
The total time for the slide show was 1:49 minutes.
Record new slide timings to see them in Slide Sorter view?
Yes
No

4. Choose **Yes**

To Display a Slide Show Continuously Using Timings

Menu

1. Choose **View, Slide Show**
2. Choose **Use Slide Timings**
3. Choose **Run Continuously until 'Esc'**
4. Choose **Show**

Note

To stop the show, press **[Esc]**.

Notes

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Chapter 11
Changing the Look of a Presentation

C·T·E·C

Topics

The following are covered in this chapter:

- ✓ Understanding Templates and Masters
- ✓ Applying a Template
- ✓ The Slide Master and Other Masters
- ✓ Changing the Colour Scheme
- ✓ Slide Background
- ✓ Moving/Copying Slides Between Presentations

Understanding Templates and Masters

There are three ways to control the appearance of slides: *Templates*, *Colour Schemes* and *Slide Masters*. These ensure that the slides are consistent in appearance

Templates contain colour schemes, a slide master with custom formatting, and styled fonts that have been designed to give a particular "look". When applying a template to a presentation, the slide master and colour scheme of the new template replace the existing slide master and colour scheme. Once a template has been applied, each new slide added, regardless of the AutoLayout, has the same custom look to it.

A colour scheme is a set of eight balanced colours, designed to be used as the main colours for text, background, fill, etc. in a slide presentation. Different colours in the scheme are used automatically for different elements on a slide. When applying a template to a presentation, a pre-designed colour scheme is attached, making it easy to change the colour scheme for a single slide or the entire presentation.

The slide master controls the format and placement of titles and text typed on the slides. Each template holds its own slide, notes, outline and handout masters. Masters also hold background items, such as graphics, which appear on every slide. Changes made to a slide master will reflect in each slide.

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Applying a Template

Irrespective of which slide is currently being created or edited, a different template can be applied to the entire presentation.

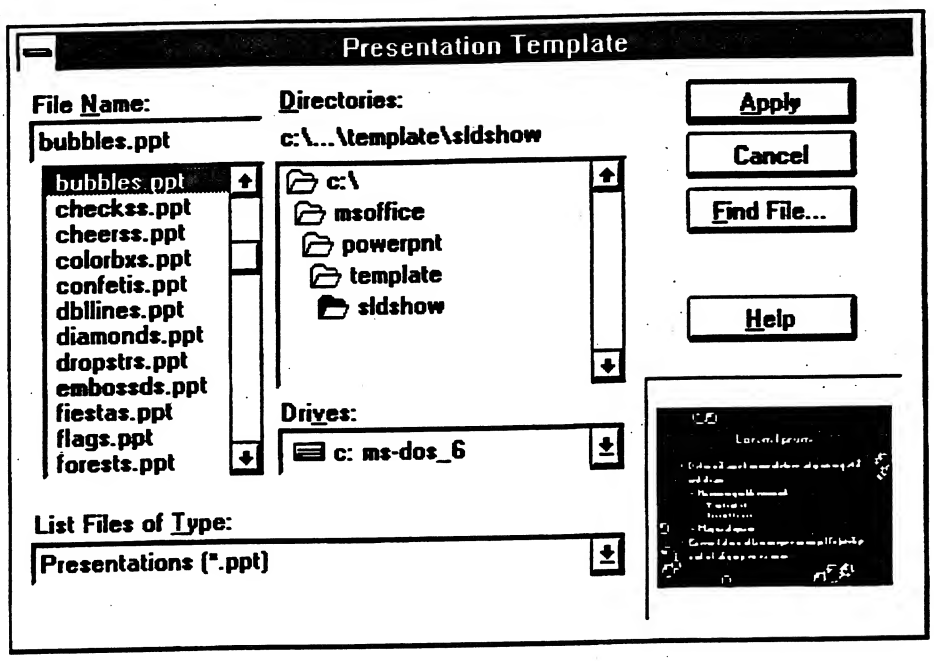
The pre-designed templates are stored in subdirectories according to what is being created:

Slide Type	Subdirectory Name
Colour slide	SLDSHOW
Black and white overhead	BWOVRHD
Colour overhead	CLROVRHD

To Apply a Template

Menu

1. Choose **Format, Presentation Template**

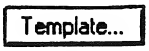


2. Choose the subdirectory required, e.g. SLDSHOW
3. Select the template required, e.g. bubbles

A preview of the template appears in the dialogue box.

4. Choose **Apply**

Mouse

1. Click 

2. Follow steps 2 to 4 as menu method

The presentation is now updated.

Note

Any presentation that has been created in PowerPoint can be used as a template for any other presentation. The template is applied in the same way as described above, but with the appropriate directory and filename being selected.

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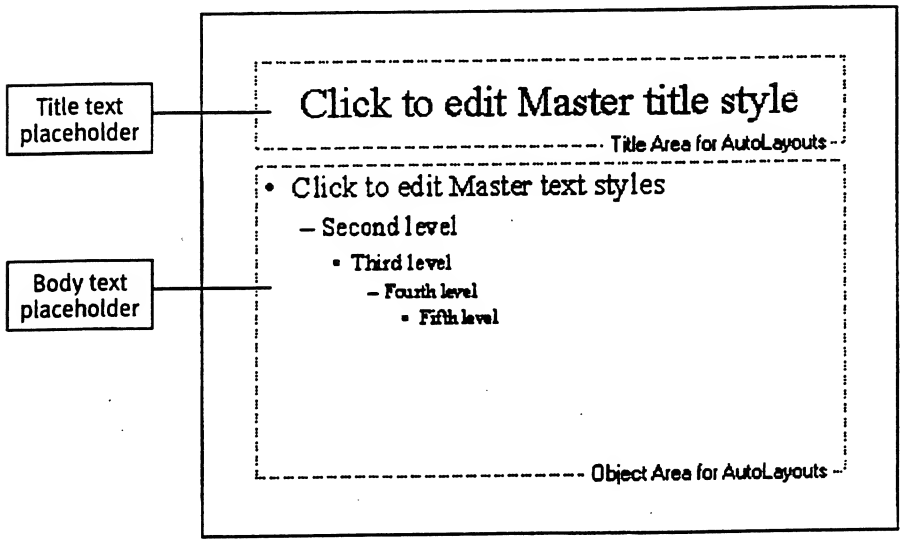
The Slide Master and Other Masters

Changes made to the slide master will appear on every slide. Only text, graphics and attributes that are to appear on every slide should be included in the slide master. Alterations can also be made to the outline master, handout master and notes master.

To Edit the Slide Master

Menu

1. Choose **View, Master, Slide Master**



2. Select the area to change, e.g. Click to edit Master title slide
3. Make changes required, e.g. change text colour
4. Repeat steps 2 and 3 to edit the required objects
5. Choose **View, Slides**

Mouse

1. Press **[Shift]** and click
2. Make changes required
3. On completion click

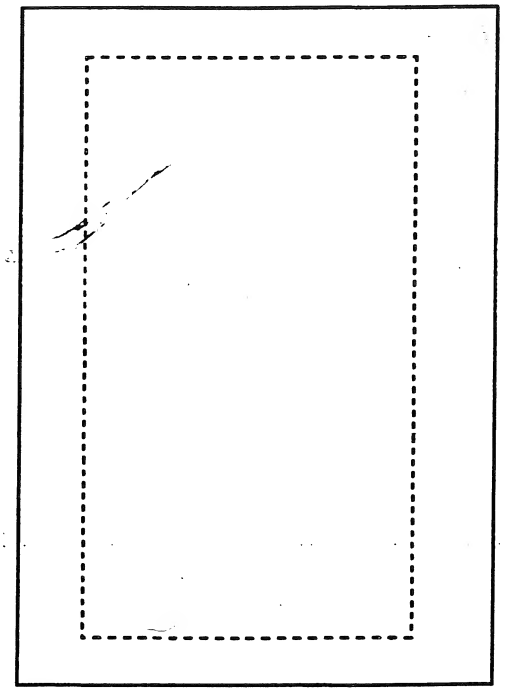
Note

Text, graphics and clip art can be added to the slide master in the same way as they are added to a slide, discussed earlier in these notes.

To Edit the Outline Master

Menu

1. Choose **View, Master, Outline Master**



2. Make changes required, e.g. add headers or footers
3. Choose **View, Slides**

Mouse

1. Press **[Shift]** and click
2. Make changes required
3. On completion click

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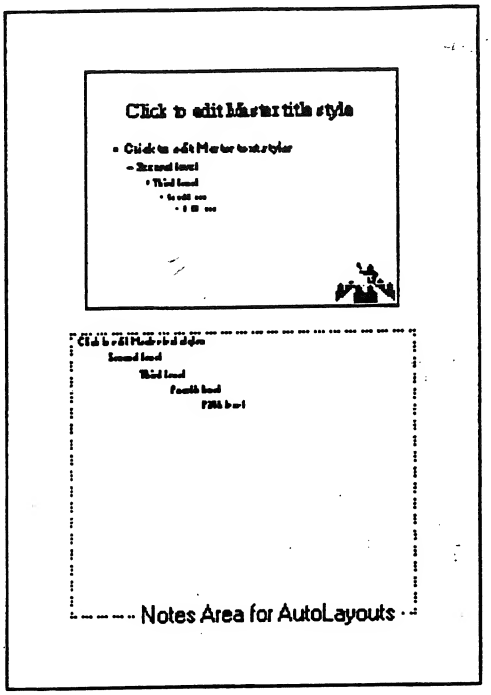
To Edit the Notes Master

Menu

1. Choose **View, Master, Notes Master**



2. Make changes required, e.g. add graphics
3. Choose **View, Slides**

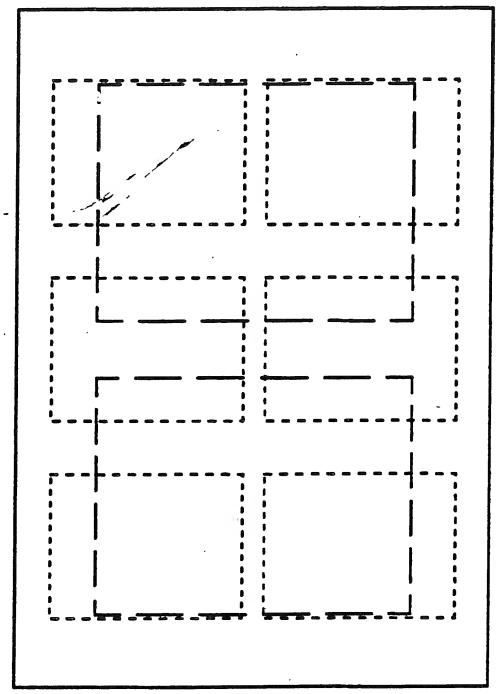
Mouse

1. Press **[Shift]** and click
2. Make changes required
3. On completion click

To Edit the Handout Master

Menu

1. Choose **View, Master, Handout Master**



2. Make changes required, e.g. add a title
3. Choose **View, Slides**

Mouse

1. Press **[Shift]** and click
2. Make changes required
3. On completion click

Add the Date, Time and Page Number

The current date, time and page number can be added to a master if required. The following symbols are used:

Symbol	Represents
//	Date
::	Time
##	Page number

To Add the Date, Time or Page Number to a Master

Menu

1. Display the required master, e.g. Slide master
2. Choose **Insert, Date**

   or

   Choose **Insert, Time**

   or

   Choose **Insert, Page Number**

A text box appears containing the appropriate symbol.

3. Move the text box to the required position on the slide
4. Add any other text required, e.g. Page

Note

The date, time and page number will only display when the slide show is run or printed, otherwise the symbols display.

Changing the Colour Scheme

Each presentation created is allocated a colour scheme. The colour scheme varies from presentation to presentation, depending on the template being used. PowerPoint allows colour schemes to be changed to affect the entire presentation or individual slides.

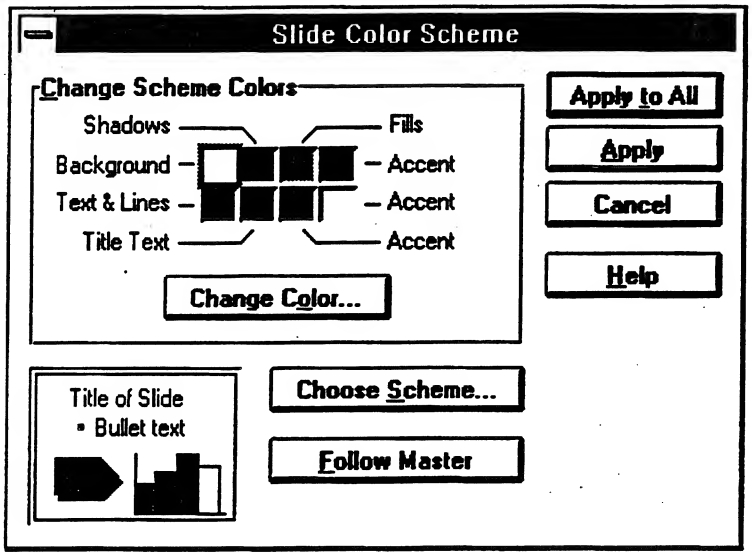
To Change the Colour Scheme

Menu

1. Choose **Format, Slide Color Scheme**

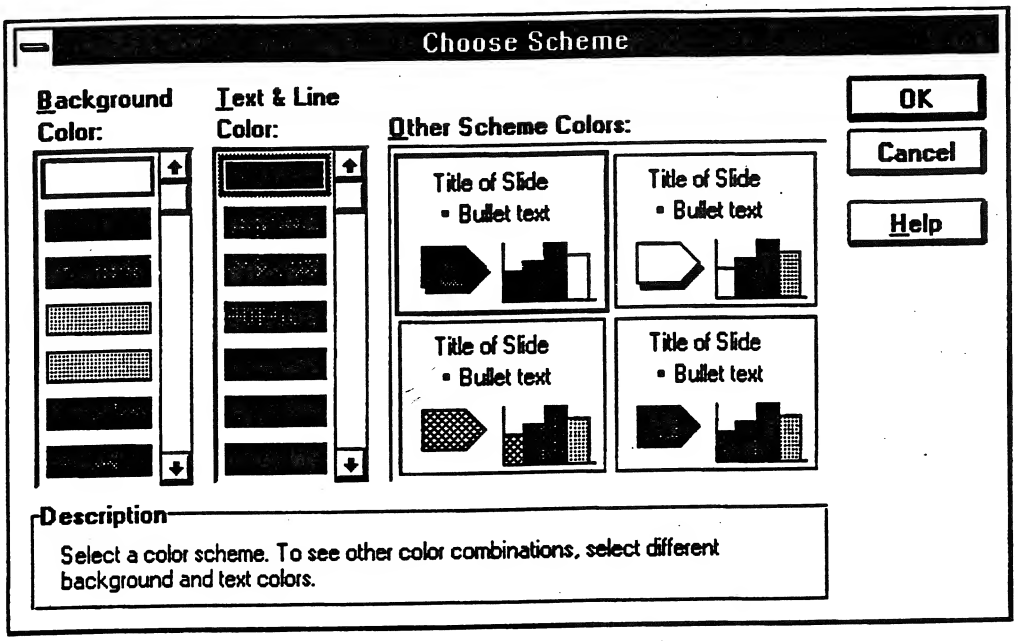
   or

   Click the right mouse button, choose **Slide Color Scheme**



The colour scheme differs depending on the template being used.

2. Choose **Choose Scheme**



3. Select a background colour required
4. Select a text and line colour required
5. Choose the other scheme colours required
6. Repeat steps 3 to 5 until correct colour scheme displays
7. Choose **OK**
8. Choose **Apply** to affect the current slide only

   or

   Choose **Apply to All** to affect the entire presentation

To Create a Custom Colour Scheme

Menu

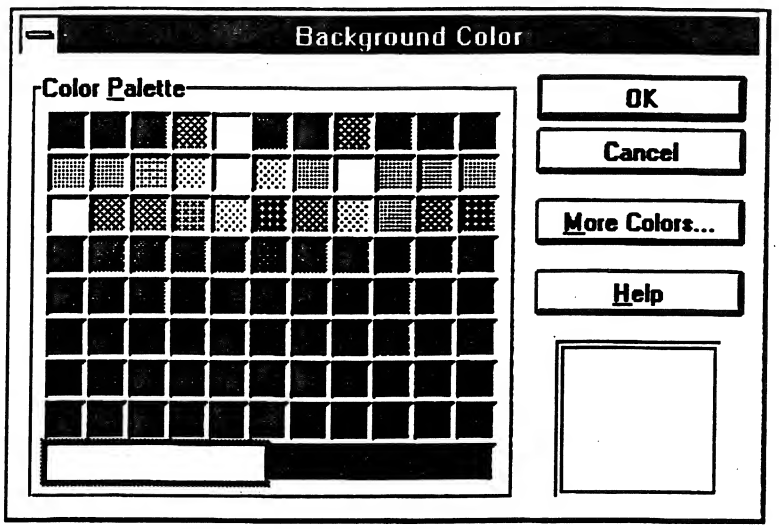
1. Choose **Format, Slide Color Scheme**

   or

   Click the right mouse button, choose **Slide Color Scheme**

2. Select the colour to change, e.g. Background

3. Choose **Change Color**



4. Select the colour required

5. Choose **OK**

6. Repeat steps 2 to 5 changing the relevant colours

7. Choose **Apply** to affect the current slide only

   or

   Choose **Apply to All** to affect the entire presentation

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Slide Background

Using the *Slide Background* option allows users to change the look of the background of the current slide or the entire presentation, e.g. change the background colour or use a special shade style.

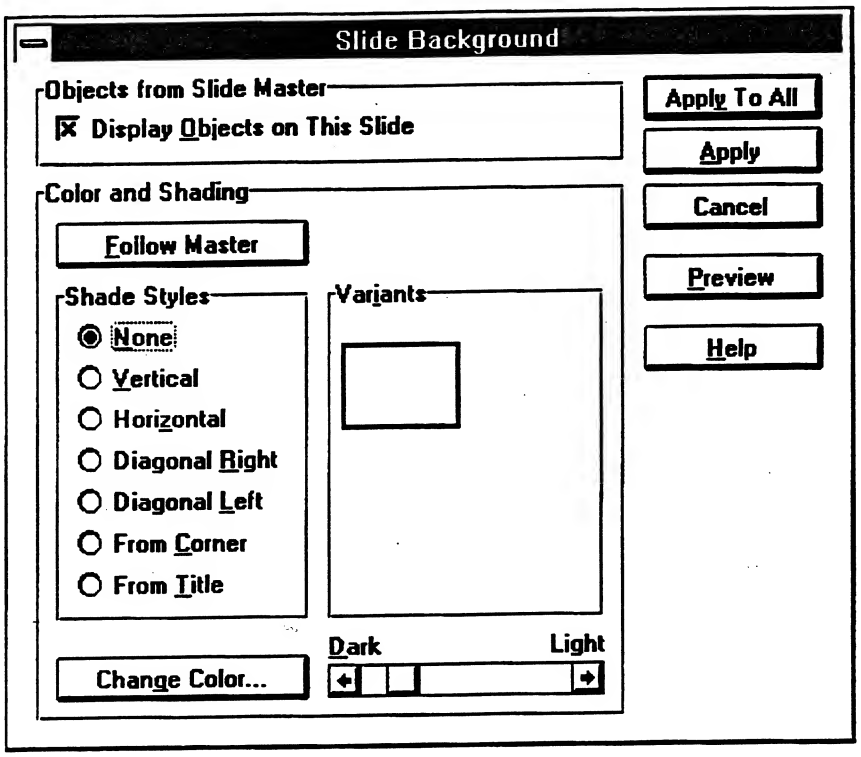
To Edit the Background

Menu

1. Choose **Format, Slide Background**

   or

   Click the right mouse button, choose **Slide Background**



2. Choose the shade style required, e.g. From Corner
3. Choose **Change Color** to select another background colour if required
4. Select the variant required
5. For different shading effects, move the scroll bar between dark and light

6. Repeat steps 2 to 5 until the correct background displays
7. Choose **Apply** to affect the current slide only

   or

   Choose **Apply to All** to affect the entire presentation including the master

Note

To keep the master's graphics and text from displaying on individual slides, deselect the **Display Objects on This Slide** check box.

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Moving/Copying Slides Between Presentations

Slides may be moved or copied from one presentation to another.

To Move Slides Between Presentations

Menu

1. Open the presentations to move from and to
2. Display both presentations in the Outline view
3. Choose **Window, Arrange All**

Both presentations now display side by side.

4. Select the slide(s) to move
5. Choose **Edit, Cut**
6. Select where the slide(s) are to appear
7. Choose **Edit, Paste**

Mouse

1. Open the presentations to move from and to
2. Display both presentations in the Outline view
3. Choose **Window, Arrange All**

Both presentations now display side by side.

4. Select the slide(s) to move
5. Click
6. Select where the slide(s) are to appear
7. Click

To Copy Slides Between Presentations

Menu

1. Open the presentations to copy from and to
2. Display both presentations in the Outline view
3. Choose **Window, Arrange All**

Both presentations now display side by side.

4. Select the slide(s) to copy
5. Choose **Edit, Copy**
6. Select where the slide(s) are to be copied to
7. Choose **Edit, Paste**

Mouse

1. Open the presentations to copy from and to
2. Display both presentations in the Outline view
3. Choose **Window, Arrange All**

Both presentations now display side by side.

4. Select the slide(s) to copy
5. Click
6. Select where the slide(s) are to be copied to
7. Click

Note

When slides are moved or copied to another presentation, the template used in the new presentation is applied.

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Notes

Appendix A
PowerPoint Options

C·T·E·C

Topics

The following are covered in this appendix:

- ✓ Changing PowerPoint Options

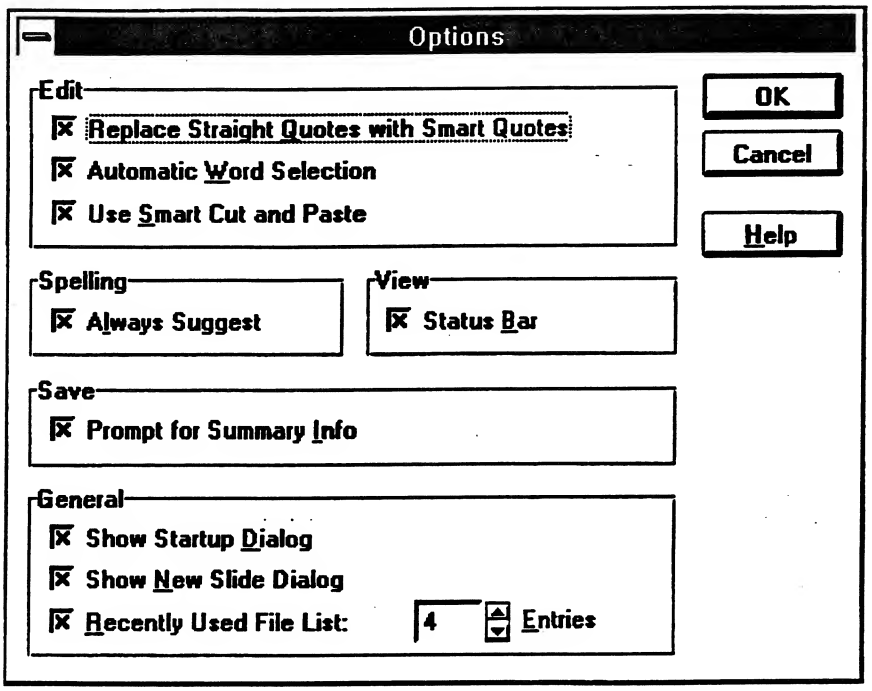
Changing PowerPoint Options

Several options, which control the way in which PowerPoint operates and appears, can be changed.

To Change the Options

Menu

1. Choose **Tools, Options**



2. Make any required changes

3. Choose **OK**

Option	Description
Replace Straight Quotes with Smart Quotes	Inserts 'curly' quotation marks when the quotation key is pressed, instead of standard quotation marks.
Automatic Word Selection	Enables PowerPoint to automatically select entire contiguous words when the mouse pointer is positioned anywhere within the first word and dragged anywhere within the last word of the selection.
Use Smart Cut and Paste	Automatically removes extra spaces when text is deleted and adds necessary space when text is pasted.

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Option	Description
Always Suggest	If checked, PowerPoint will automatically offer suggestions to misspelled words found when using the spell checking feature.
Status Bar	Displays helpful information about commands and controls in the status bar.
Prompt for Summary Info	Displays the summary info dialogue box each time a file is saved.
Show Startup Dialog	Turns off/on the start up dialogue box that displays each time PowerPoint is launched.
Show New Slide Dialog	Displays the new slide dialogue box each time a new presentation is created. If this option is not selected, a new presentation automatically begins with a title slide.
Recently Used File List	Displays the most recently used files in the File menu. A maximum of 9 files can be displayed.

Notes

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Appendix B
Exercises

C·T·E·C

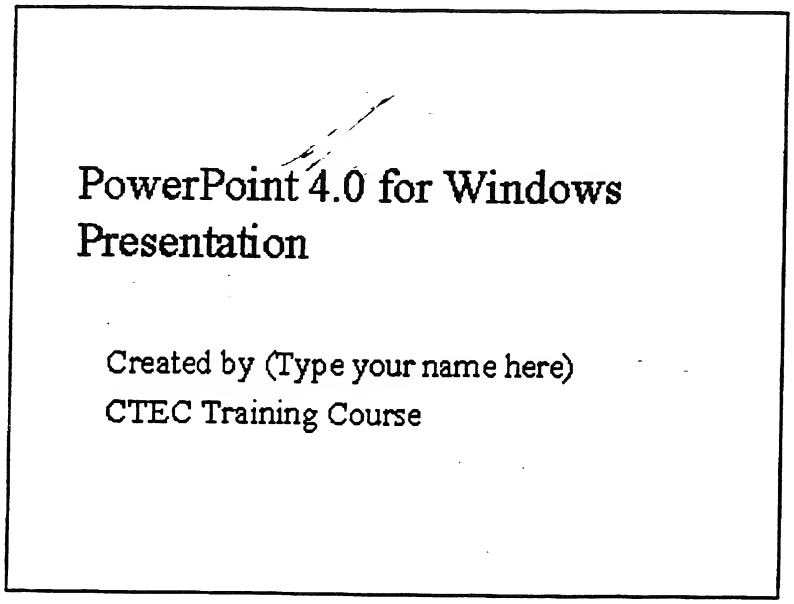
Exercises

The following are contained in this appendix:

- ✓ Creating a New Presentation
- ✓ Enhancing the Presentation
- ✓ Editing the Slide Master
- ✓ Running a Slide Show
- ✓ Preparing a Presentation

Creating a New Presentation

1. Create a new presentation using any template.
2. Create the following title page:



3. Change the attributes for the title and subtitle.

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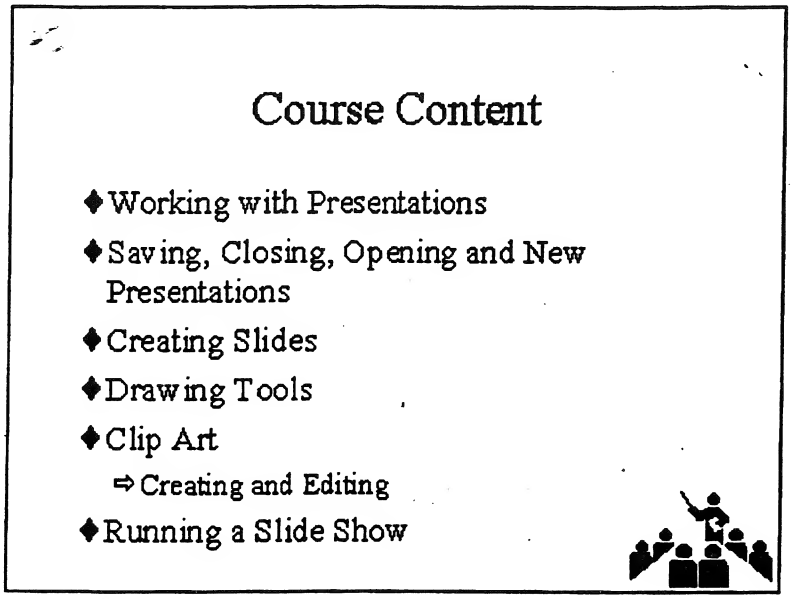
Enhancing the Presentation

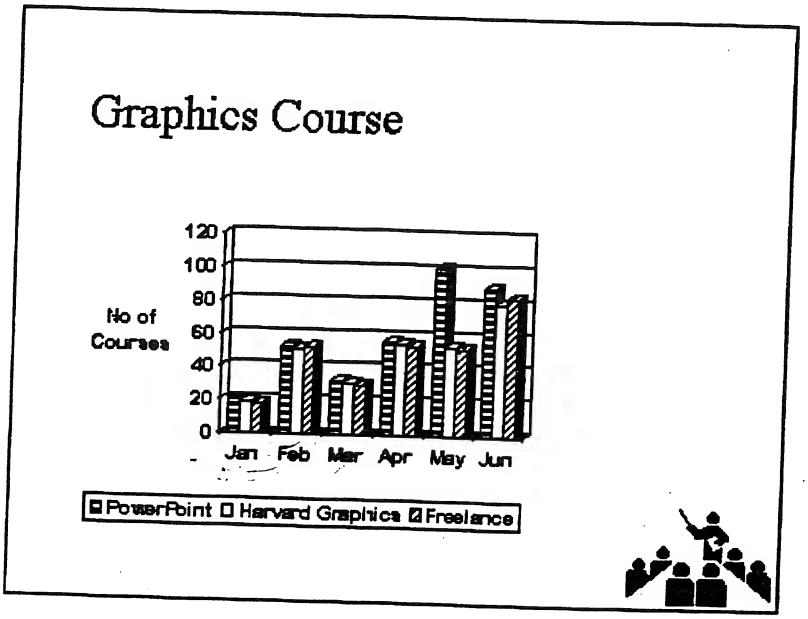
1. Add a slide to the presentation.
2. Choose **Bulleted List** as the slide type and create the following page:



3. Change the bullet attributes to display as above.
4. Save the presentation as **Revision.ppt**.
5. Add another slide to the presentation.
6. Choose **Graph** as the slide type and type the following into the datasheet:

EXERCS.PPT - Datasheet

		A	B	C	D	E	F
		Jan	Feb	Mar	Apr	May	Jun
1	PowerPoint	20	52	32	56	102	89
2	Harvard Graphics	19	51	31	55	54	80
3	Freelance	18	52	30	54	52	83
4							



7. Change the chart formats to display as above.

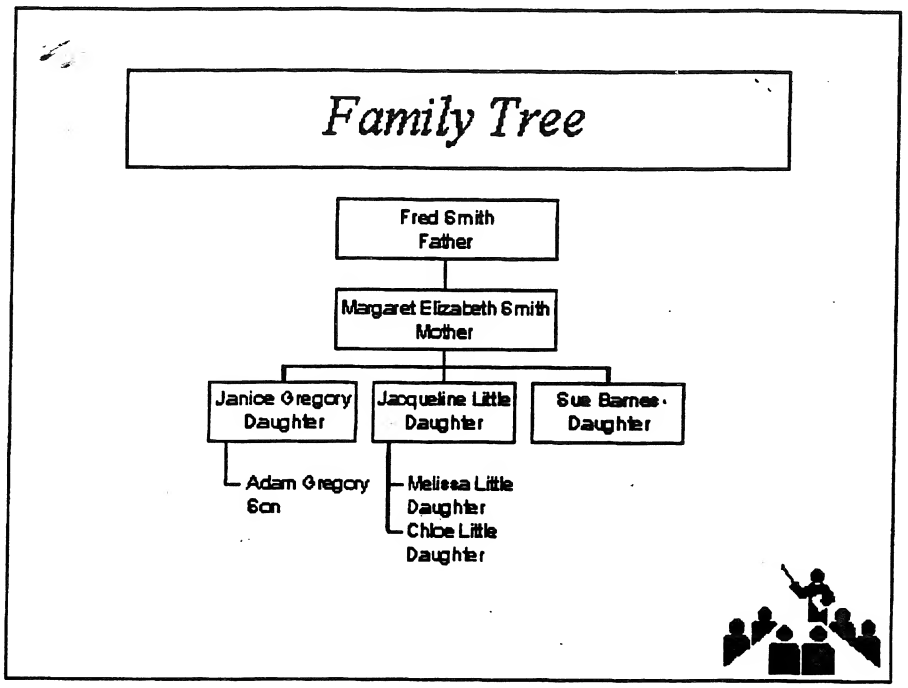
8. Resave the presentation.

© CTEC

Editing the Slide Master

1. Add another slide to the presentation.

2. Choose **Org Chart** as the slide type and create a slide of your family tree.



3. Change the chart options as follow:

   Change all text to display in bold, size 14 and Arial typeface.
   Change the boxes style and colour.
   Add a shadow effect to the top box.

4. Add a clip art picture to the Slide Master.

5. Resave the presentation.

Running a Slide Show

1. Add transition effects to each slide.
2. Add timings of 3 seconds to each slide.
3. Run the slide show as a continuous show using the slide timings set above.
4. Resave and close the presentation.

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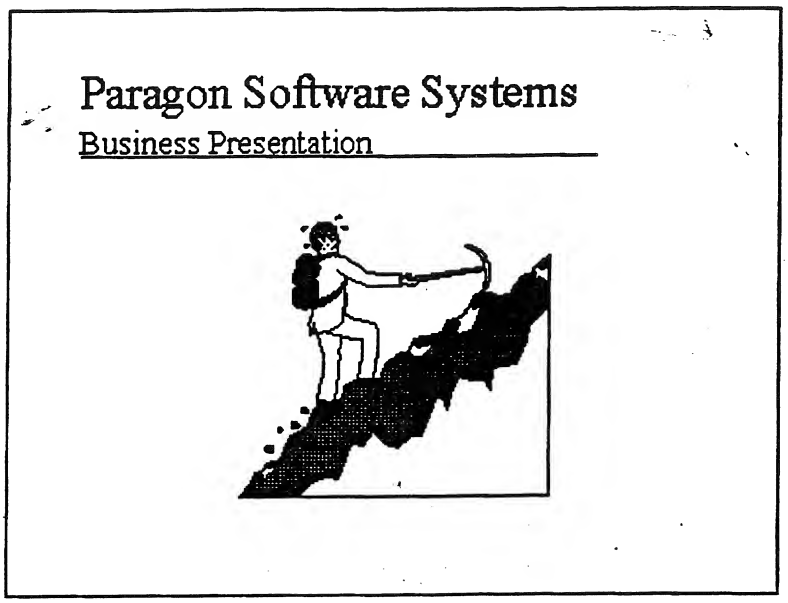
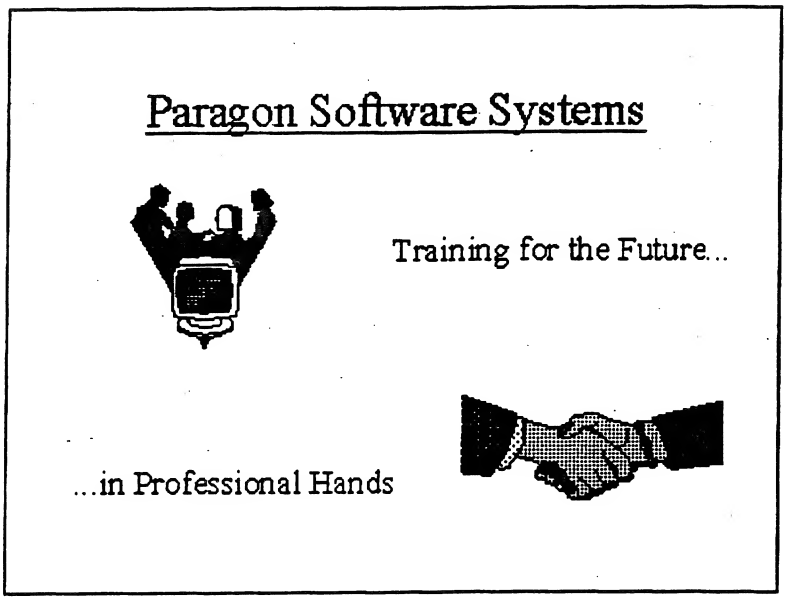
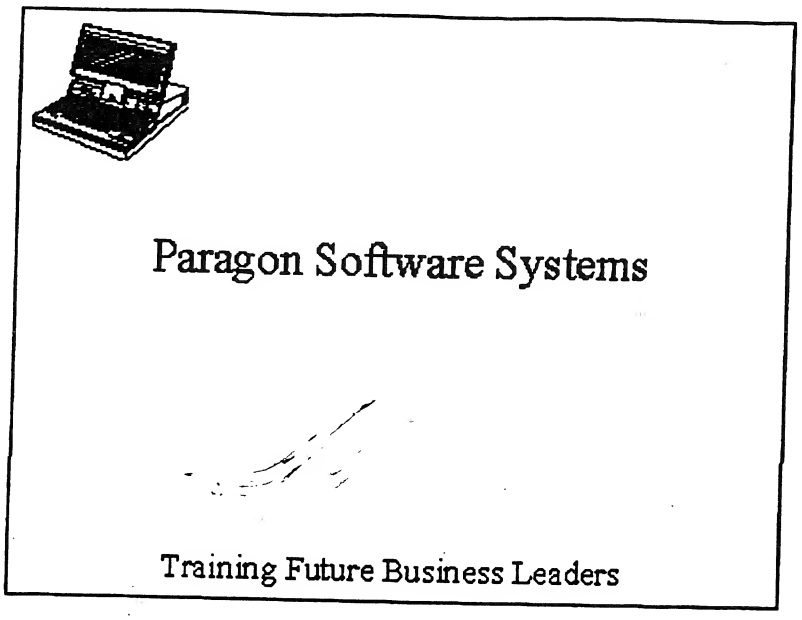
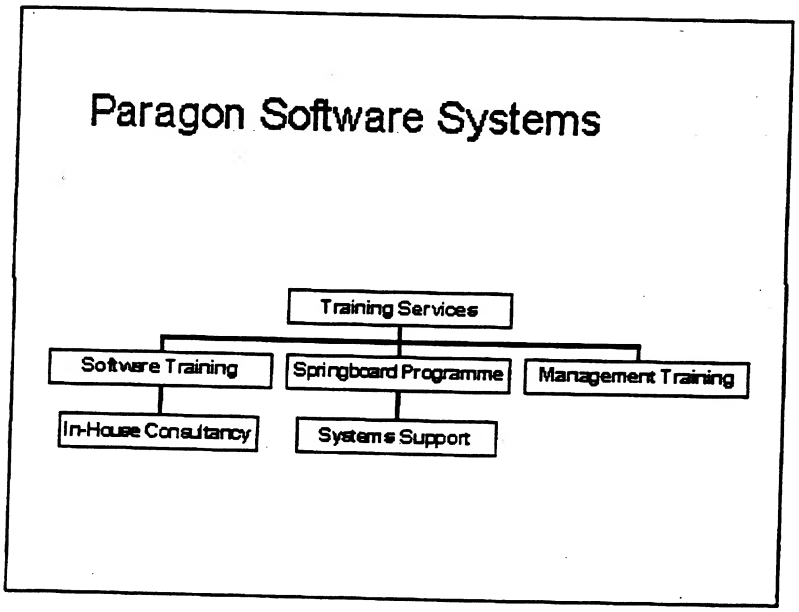
Preparing a Presentation

1. Create the following slide presentation:






Paragon Software Systems
Training Future Business Leaders


Paragon Software Systems
Training Services
Software Training
Springboard Programme
Management Training
In-House Consultancy
Systems Support

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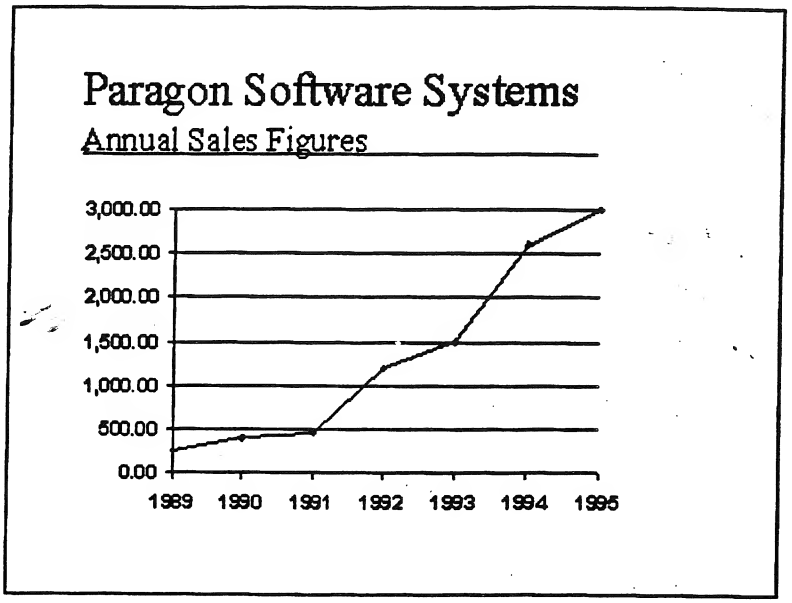
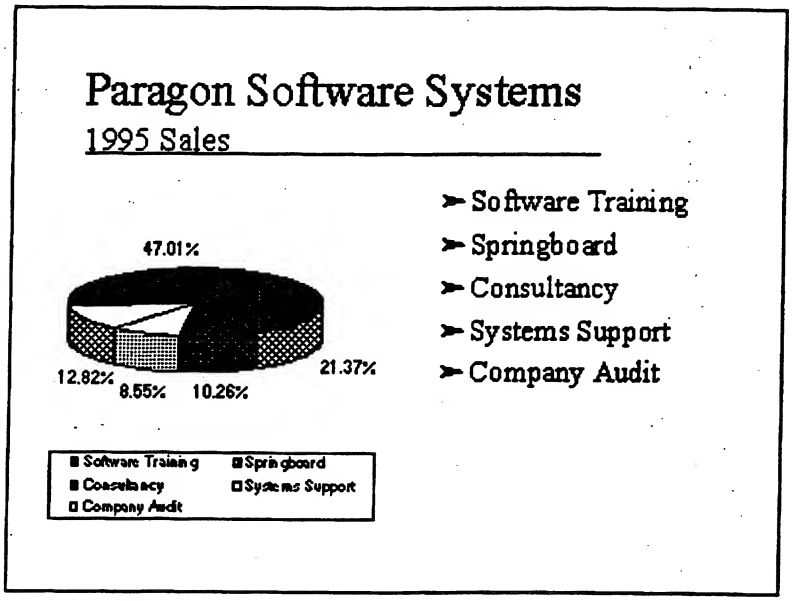


2. Create the above graph using the following data:

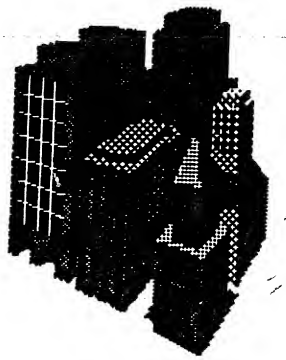
		A	B	C	D	E	F	G
		1989	1990	1991	1992	1993	1994	1995
1	Sales	250	400	450	1200	1500	2600	3000



3. Create the above graph using the following data:

A	B	C	D	E
Software Training	Springboard	Consultancy	Systems Support	Company Audit
55	25	12	10	15

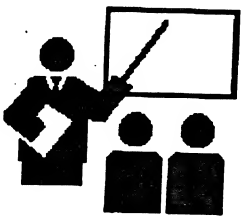
Paragon Software Systems
Company Audits



- UK & Europe Wide
- Full Report
- Full or Partial Audit
- Staff Participation
- Environmental Practices

Paragon Software Systems
Springboard Programme

- Springboard Accredited Trainers
- Associated with Training 2000
- On-Site Training
- Interpersonnel Skills
- Career Guidance
- Management Skills



Paragon Software Systems
In-House Consultancy

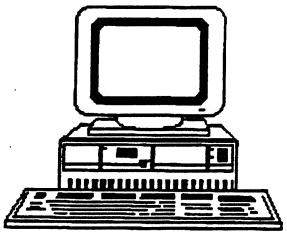
- Management
- Systems
- Personnel
- Finance
- Software
- Networking
- Administration
- Environmental

© CTEC

Paragon Software Systems
Social Responsibility

- Recycling of Materials
  - Reduce Wastage
  - Greater Awareness of Green Issues
- Employees
  - Fitness Facilities
  - Improved Pension Schemes
- External Environment
  - Local Community Initiatives
  - Charitable Donations

Paragon Software Systems
Software

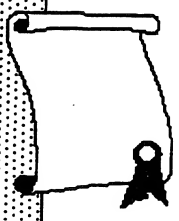


- Free Training with Software Products
- Extensive Product Range
- On-Site Training
- Company Discounts

Paragon Software Systems
Training

Training Standards Conform to:
- BS15750
- ISO 9000

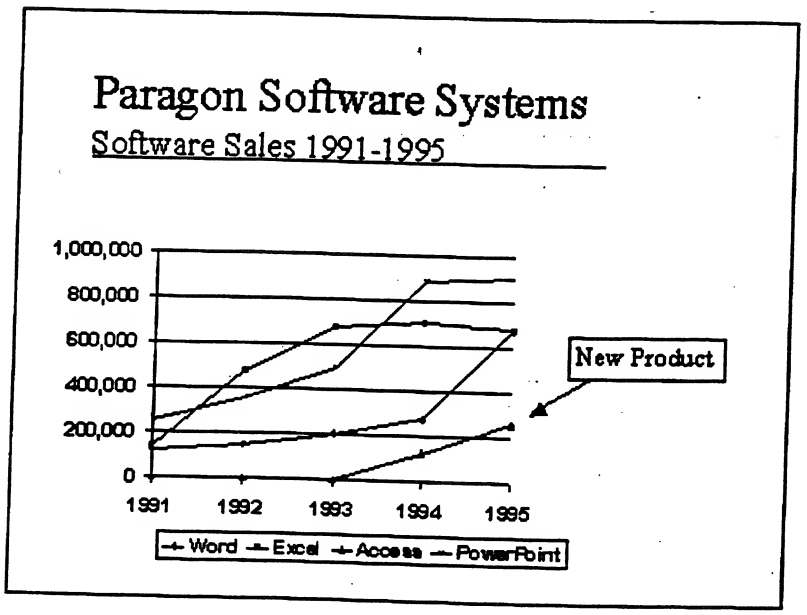
Officially Accredited by:
- Lloyds Register Quality Assurance



Paragon Software Systems

Software Sales 1991-1995

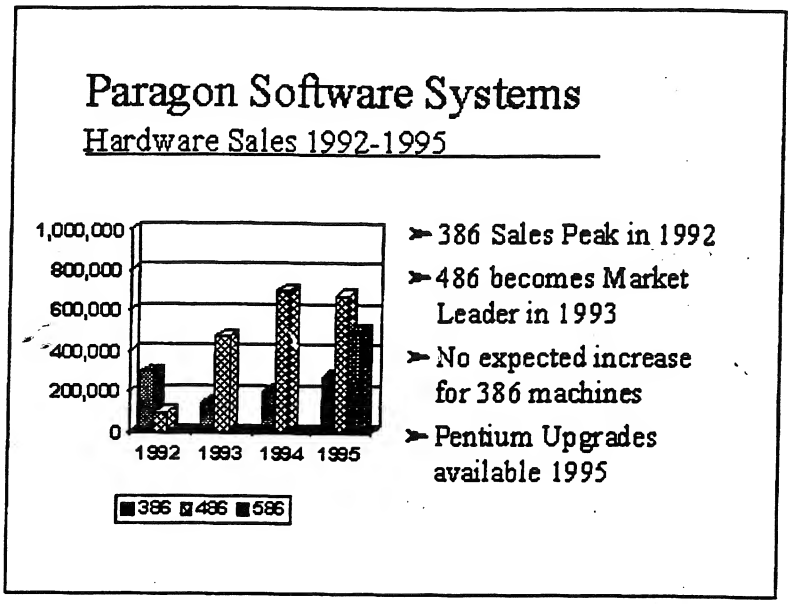
	Word	Excel	Access	PowerPoint
1991	125,000	136,000	0	254,000
1992	150,000	475,000	0	356,000
1993	205,000	675,000	0	500,000
1994	275,000	700,000	125,750	890,000
1995	675,000	675,000	257,000	900,000



4. Create the above graph using the following data:

	A	B	C	D
	Word	Excel	Access	PowerPoint
1991	125,000	136,000	0	254,000
1992	150,000	475,000	0	356,000
1993	205,000	675,000	0	500,000
1994	275,000	700,000	125,750	890,000
1995	675,000	675,000	257,000	900,000

© CTEC



5. Create the above graph using the following data:

	A	B	C
	386	486	586
1992	300,000	100,000	0
1993	150,000	475,000	0
1994	205,000	700,000	0
1995	275,000	675,000	500,000